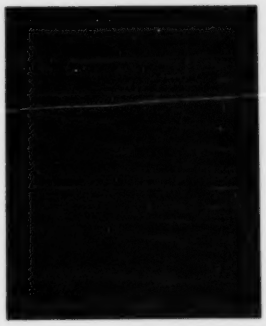
ORGANIZATION OF THE GOVERNMENT OF ALBERTA

AUGUST, 1987



Alberta

GOVERNMENT OF ALBERTA

88-01913/

The organization charts and functional statements included herein have been presented as submitted by departments and agencies of the Government of Alberta.

The date on the cover represents the publishing date of the document, and does not in any manner represent the effective date of the organizations. The date on each individual chart reflects the month that the latest information was submitted to or verified by the Executive Council Office.

Alberta
EXECUTIVE COUNCIL

Additional copies may be obtained through:

Publication Services
Queen's Printer Building
11510 Kingsway Avenue
Edmonton, Alberta
T5K 2G6

Price: $6.00 per copy. (Includes postage and handling charges.) Prepayment is required. Make cheques or money orders payable to the Provincial Treasurer, Province of Alberta.

CONTENTS

Government of Alberta 2
Legislative Assembly Office 4
Office of the Auditor General 6
Office of the Ombudsman 8
Office of the Chief Electoral Officer 10
Executive Council Office 12

Departments:

Advanced Education 14
Agriculture 18
Attorney General 22
Career Development and Employment 24
Community and Occupational Health 28
Consumer and Corporate Affairs 32
Culture and Multiculturalism 36
Economic Development and Trade 40
Education 42
Energy 46
Environment 50
Federal and Intergovernmental Affairs 54
Forestry, Lands and Wildlife 58
Hospitals and Medical Care 62
Labour 66
Municipal Affairs 68
Public Works, Supply and Services 72
Recreation and Parks 78
Social Services 82
Solicitor General 86
Technology, Research and Telecommunications 88
Tourism 90
Transportation and Utilities 92
Treasury 96

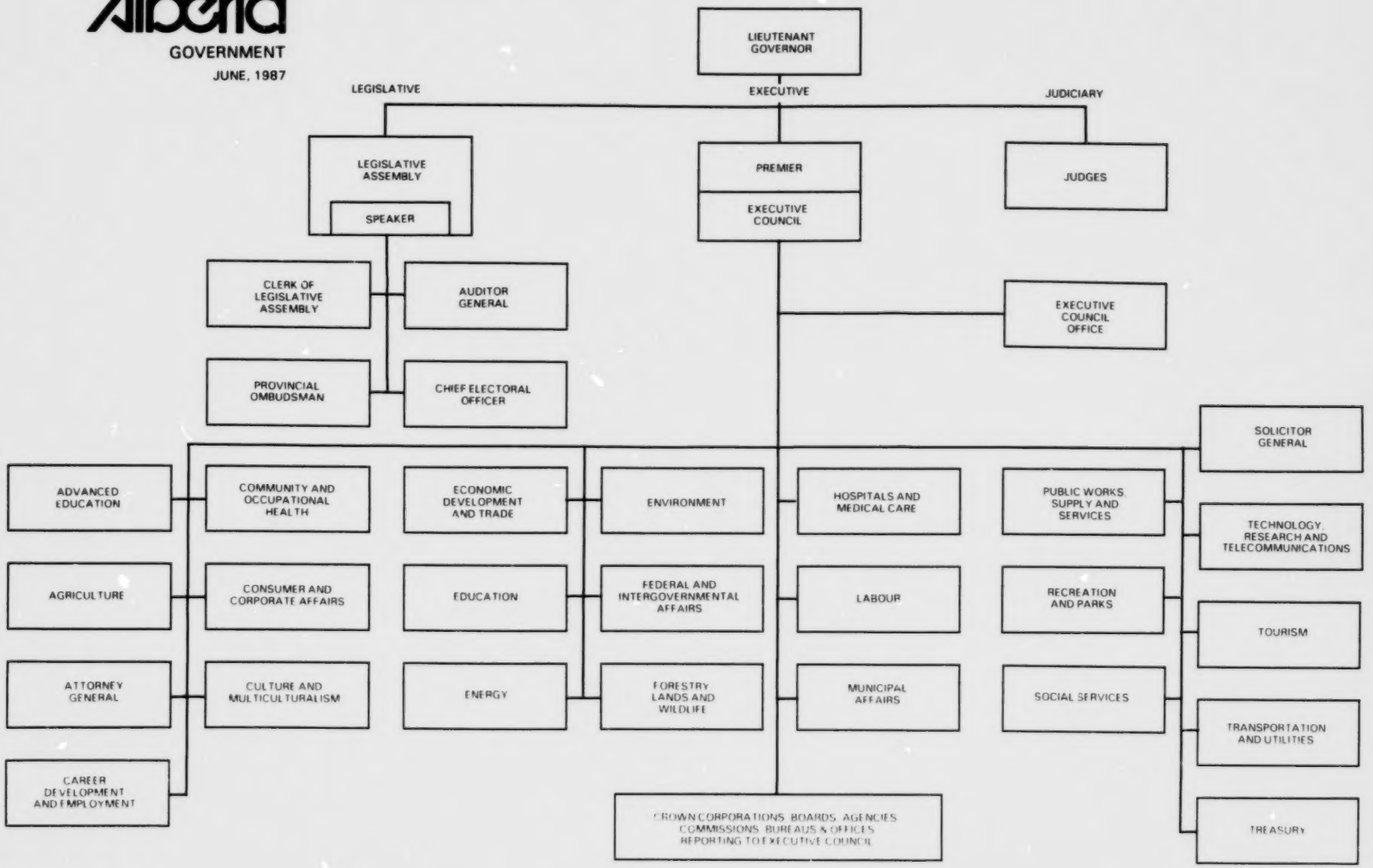
Agencies:

Agricultural Development Corporation 100
Alcohol and Drug Abuse Commission 102
Educational Communications Corporation 104
Energy Resources Conservation Board 108
Environment Council of Alberta 112
Government Telephones Commission 114
Hail and Crop Insurance Corporation 118
Human Rights Commission 120
Labour Relations Board 122
Liquor Control Board 124
Local Authorities Board 126
Mortgage and Housing Corporation 128
Oil Sands and Research Authority 132
Opportunity Company 134

Personnel Administration Office 136
Petroleum Marketing Commission 140
Public Affairs Bureau 144
Public Safety Services 146
Public Service Employee Relations Board 148
Public Utilities Board 150
Research Council 152
Students Finance Board 154
Treasury Branches 156
Water Resources Commission 158
Women's Secretariat and Advisory Council on Women's Issues 160
Workers' Compensation Board 162

Alberta GOVERNMENT

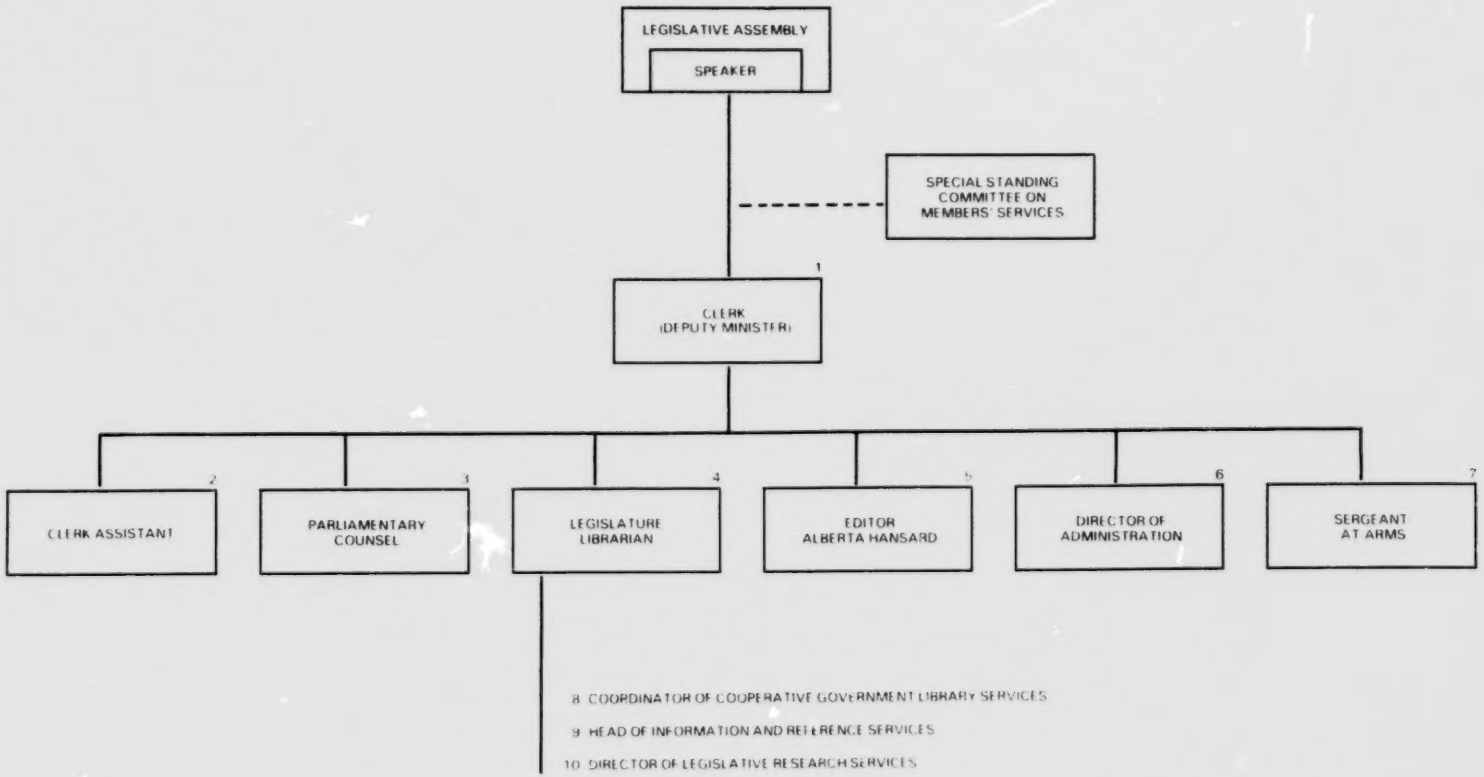
JUNE, 1987



Alberta

LEGISLATIVE ASSEMBLY OFFICE

JUNE, 1987



1 CLERK (DEPUTY MINISTER) – Under direction of the Speaker, supervises the services provided to Members of the Legislative Assembly, and maintains custody and directs distribution of all documents related to the Assembly.

2 CLERK ASSISTANT – Substitutes for Clerk as required and assists in all phases of the Clerk's responsibilities, is Clerk of Committees of the Legislative Assembly, Senior Financial Officer and Legislative Assembly Records Officer.

3 PARLIAMENTARY COUNSEL – Provides legal advice on legislature matters to all Members and the Clerks, acts as Speaker's Counsel, drafts Private Members' Bills, and acts as legal advisor to Assembly, committees, Chief Electoral Officer, Ombudsman and Auditor General.

4 LEGISLATURE LIBRARIAN – Provides parliamentary library services for the Province of Alberta, technical counsel concerning the development of special library operations, and coordinates a number of cooperative programs which have been established among provincial government libraries.

5 EDITOR, ALBERTA HANSARD – Supervises the operation of the Hansard Section of the Legislative Assembly Office, maintaining an organizational structure designed to ensure that the following services are provided to the Assembly: the publication of Alberta Hansard in accordance with related requirements outlined in Standing Orders and Forms of Proceedings, as interpreted by the Speaker, and, on request, the recording and transcription of meetings of subcommittees of the Whole House, Standing and Special Committees of the Assembly, and of related legislative groups.

6 DIRECTOR OF ADMINISTRATION – Implements personnel, accounting and logistic programs in support of the Assembly. Assists in the coordination of the annual estimates of expenditure. Administers special programs relative to all Members of the Legislative Assembly.

7 SERGEANT-AT-ARMS – Responsible for the security of the Legislative Assembly of Alberta and the general administration of the Assembly's page or messenger service.

8 COORDINATOR OF COOPERATIVE GOVERNMENT LIBRARY SERVICES – Provides technical counsel concerning the development of special library operations and coordinates a number of cooperative programs which have been established among provincial government libraries.

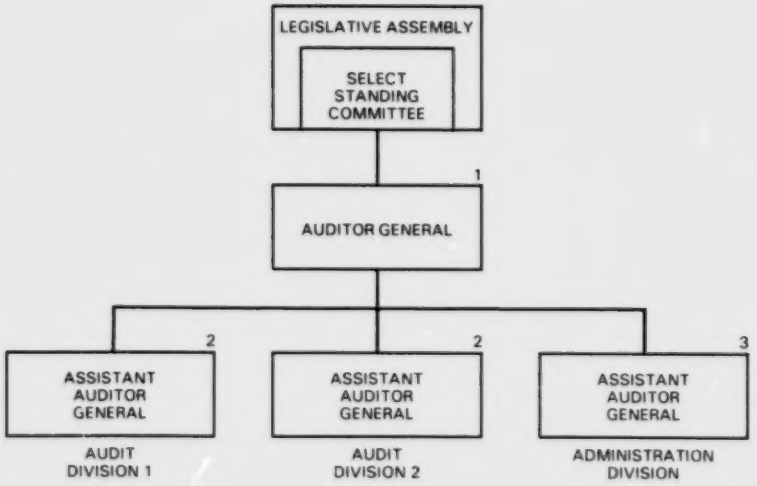
9 HEAD OF INFORMATION AND REFERENCE SERVICES – Directs the Legislature Library's information and reference services for Members of the Legislative Assembly, the provincial civil service and other types of library users.

10 DIRECTOR OF LEGISLATIVE RESEARCH SERVICES – Directs the Legislature Library's research services for Members of the Legislative Assembly, legislative committees and senior Assembly officers.

Alberta

OFFICE OF THE
AUDITOR GENERAL

JUNE, 1987



1 AUDITOR GENERAL Responsible for conducting audits in accordance with the requirements of the Auditor General Act on behalf of the Legislature and reporting thereon in accordance with sections 18, 19, 20 and 28 of the Act. By statute the Auditor General is the auditor of every Department, revolving fund and provincial agency. Additionally, with the approval of the Select Standing Committee on Legislative Offices he may be appointed as auditor of any other organization or body by such an organization or body. Associated responsibilities include the management of a professional audit staff, the formulation, development and application of advanced auditing policies and procedures covering the auditing of financial statements and accounting and other information systems and the provision upon request of advice concerning systems, organizational matters and proposed courses of action.

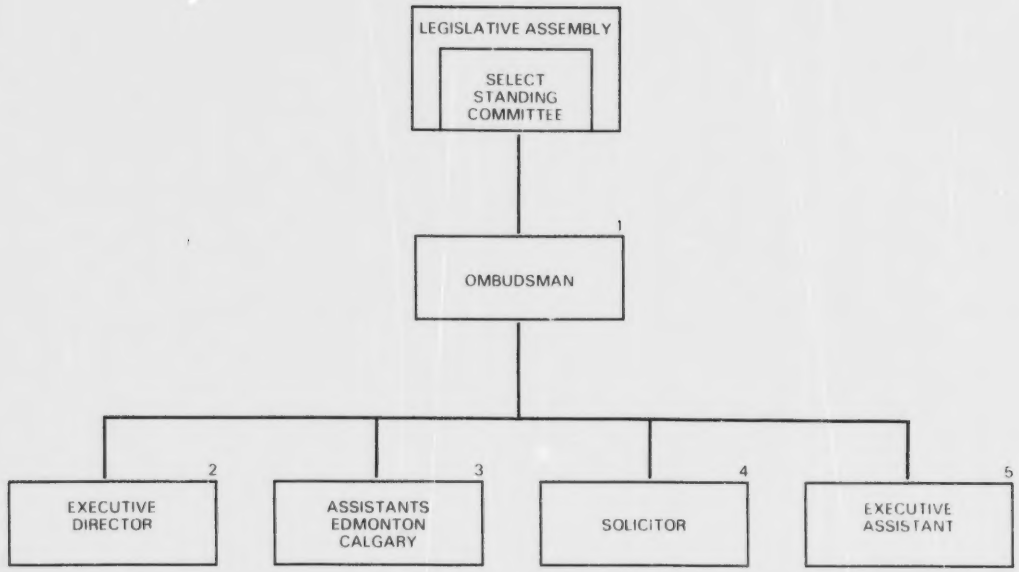
2 ASSISTANT AUDITOR GENERAL, AUDIT DIVISION Responsible for the conduct of the audit division including the formulation of long and short range plans, the control of related functions, the appraisal of senior staff, the provision of advice and guidance on audits, and the evaluation of audit function and staff group performance.

3 ASSISTANT AUDITOR GENERAL, ADMINISTRATION DIVISION Responsible for the conduct of the administration division including monitoring the implementation of policies and directives, providing a variety of administrative services to the Audit Office and evaluating functional performance. Functions include human resources management, co-ordinating budgeting and accounting, professional practices, professional development, quality control and producing the Auditor General's Annual Report to the Legislative Assembly.

Alberta

OFFICE OF THE
OMBUDSMAN

JUNE, 1987



OFFICE OF THE OMBUDSMAN

FUNCTIONAL STATEMENTS – JUNE, 1987

1 OMBUDSMAN – Investigates complaints of individuals or groups relating to decisions, recommendations, acts or omissions of the provincial Government alleged to be unlawful, unjust, or wrong, and reports thereon to the Legislature and the complainant.

2 EXECUTIVE DIRECTOR – Provides administrative and support services to the Ombudsman's office at his direction, acts for the Ombudsman in his absence, and conducts investigations as assigned by the Ombudsman.

3 ASSISTANTS – At the direction of the Ombudsman, conduct investigations, report and recommend on complaints accepted by the Ombudsman for review.

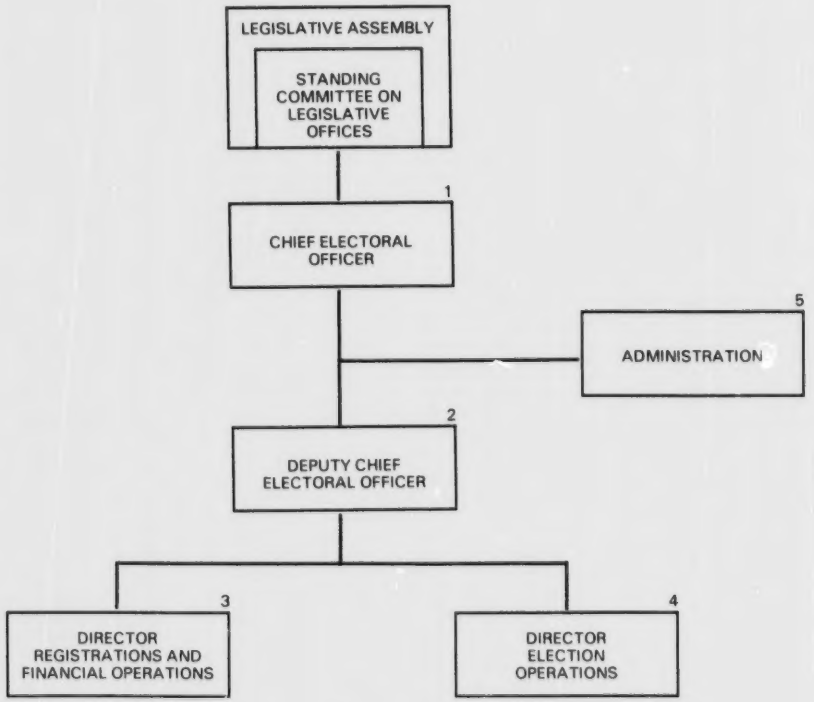
4 SOLICITOR – Provides legal advice and assistance to the Ombudsman and conducts investigations as assigned by the Ombudsman.

5 EXECUTIVE ASSISTANT – Conducts special activities, including such items as preparing and coordinating briefing material, contact with the news media and annual reports; conducts investigations as assigned by the Ombudsman.

Alberta

OFFICE OF THE
CHIEF ELECTORAL OFFICER

JUNE, 1987



OFFICE OF THE CHIEF ELECTORAL OFFICER

FUNCTIONAL STATEMENTS JUNE, 1987

1 CHIEF ELECTORAL OFFICER - An Officer of the Legislature reporting to the Legislative Assembly through the Office of the Speaker and the Chairman of the Standing Committee on Legislative Offices, the Chief Electoral Officer is responsible for the administration of the Election Act and the Election Finances and Contributions Disclosure Act, for all provincial general elections, by-elections, plebiscites, and general or special enumerations in accordance with the Election Act, for ensuring that the provisions of the Election Finances and Contributions Disclosure Act concerning registrations, contributions, disclosure, and financial reporting are complied with by all provincial political organizations, for providing the required administrative, logistical and operational support to Returning Officers and election and enumeration staffs, for ensuring the maintenance of an up-to-date list of electors as required by the Act, for providing access for the public to all documents filed with the Office by provincial political organizations at all levels, and for reviewing the electoral and enumeration process and reporting to the Legislative Assembly annually concerning the operation of the Office, including recommendations concerning procedures to promote economy, efficiency and increased service to electors, candidates and political organizations.

2 DEPUTY CHIEF ELECTORAL OFFICER - Acts as the Chief Electoral Officer during his absence, is responsible for providing professional guidance to the Chief Electoral Officer and his senior staff in all financial and administrative matters, conducts all initial examinations and enquiries directed by the Chief Electoral Officer pursuant to section 4 of the Election Finances and Contributions Disclosure Act, finalizes all required reports under the Election Act and the Election Finances and Contributions Disclosure Act for submission to the Legislative Assembly and all draft amendments to these statutes, and manages the requirements of the Election Finances and Contributions Disclosure Act and the Election Act, coordinating the application of both Acts with the Director of Registrations and Financial Operations and the Director of Election Operations.

3 DIRECTOR, REGISTRATIONS AND FINANCIAL OPERATIONS - Administers the requirements of the Election Finances and Contributions Disclosure Act, submits recommendations for improvements concerning the administration and operation of the Act to the Deputy Chief Electoral Officer, manages and maintains required budgetary procedures for the Office and manages the internal financial audit system involved with each area of operation.

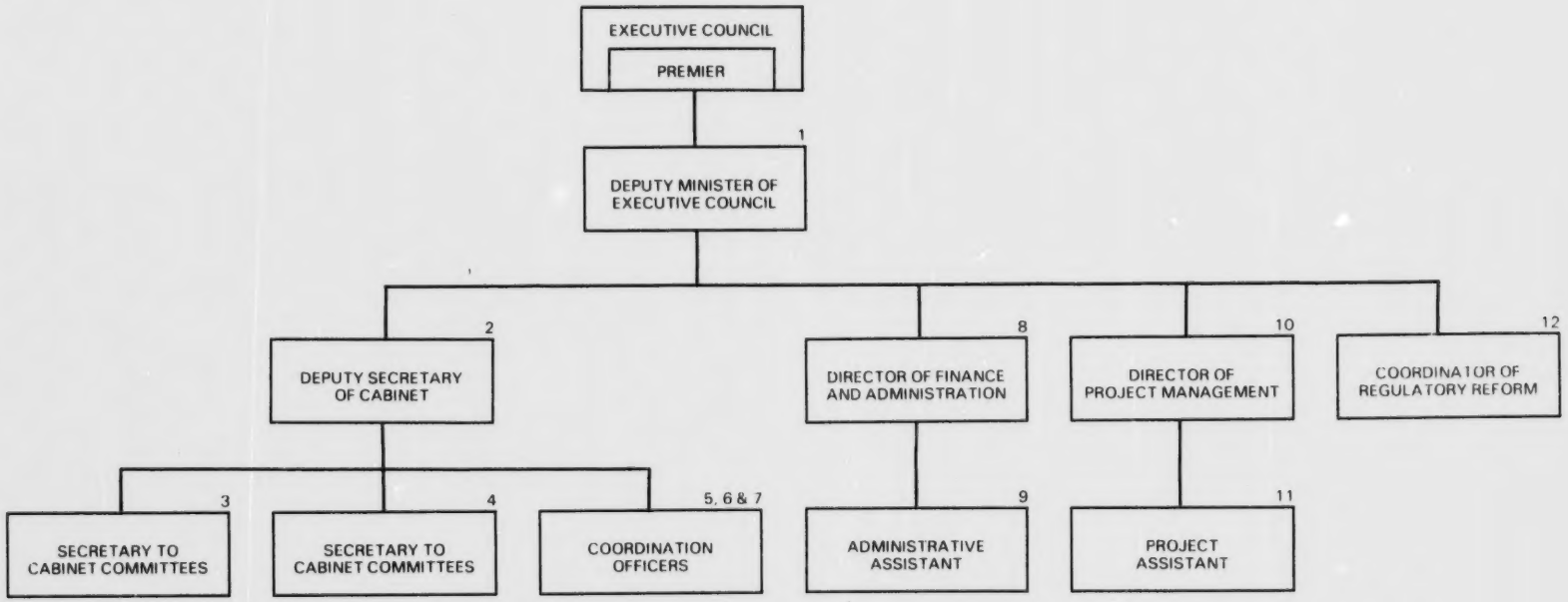
4 DIRECTOR, ELECTION OPERATIONS - Responsible for the provision of all operational and logistical support to the Returning Officers and their election staffs in accordance with the Election Act and for overseeing the conduct of all general and special enumerations, elections, by elections and plebiscites.

5 ADMINISTRATION - Provides administrative and personnel support services for the Office of the Chief Electoral Officer.

Alberta

EXECUTIVE COUNCIL
OFFICE

JUNE, 1987



1 DEPUTY MINISTER OF EXECUTIVE COUNCIL – Responsible to the Premier for the implementation of Cabinet decisions through the public service and for the coordination of Government departments and agencies. As the Secretary of Cabinet, provides a system of support services to Executive Council.

2 DEPUTY SECRETARY OF CABINET – Responsible to the Deputy Minister of Executive Council for scheduling and coordination of Cabinet and Cabinet committees and for supervision of the Cabinet committee secretaries and the Cabinet document support system. Also serves as the Secretary of the Priorities Committee, provides assistance to the Government House Leader, and maintains Cabinet liaison with the offices of the Lieutenant Governor, the Speaker and the Clerk of the Legislative Assembly.

3 SECRETARY TO CABINET COMMITTEES – Reporting to the Deputy Secretary of Cabinet, provides support services to the Social Planning Committee, the Labour Relations Committee, and selected special committees of Cabinet.

4 SECRETARY TO CABINET COMMITTEES – Reporting to the Deputy Secretary of Cabinet, provides support services to the Economic Planning Committee, the Rural Development Committee, the Legislative Review Committee, and selected special committees of Cabinet.

5 COORDINATION OFFICERS – Reporting to the Deputy Secretary of Cabinet, are
6 responsible for the assembly, storage and distribution of Cabinet documents, the para-
& legal operations of Executive Council including Orders-in-Council and the provision of
7 an administrative coordination service involving the itineraries of Cabinet ministers.

8 DIRECTOR OF FINANCE AND ADMINISTRATION – Reporting to the Deputy Minister, is responsible for the financial and personnel administration requirements of Executive Council and the Office of the Premier and for providing support services to the Management Policy Cabinet Committee and the Management Policy Task Force.

9 ADMINISTRATIVE ASSISTANT – Responsible for the day-to-day financial, personnel and administrative requirements of Executive Council and the Office of the Premier.

10 DIRECTOR OF PROJECT MANAGEMENT – Reporting to the Deputy Minister, is responsible for coordination activities on behalf of Executive Council, provides a consultative and project management capability to Cabinet and Cabinet committees, and administers various task forces and study teams.

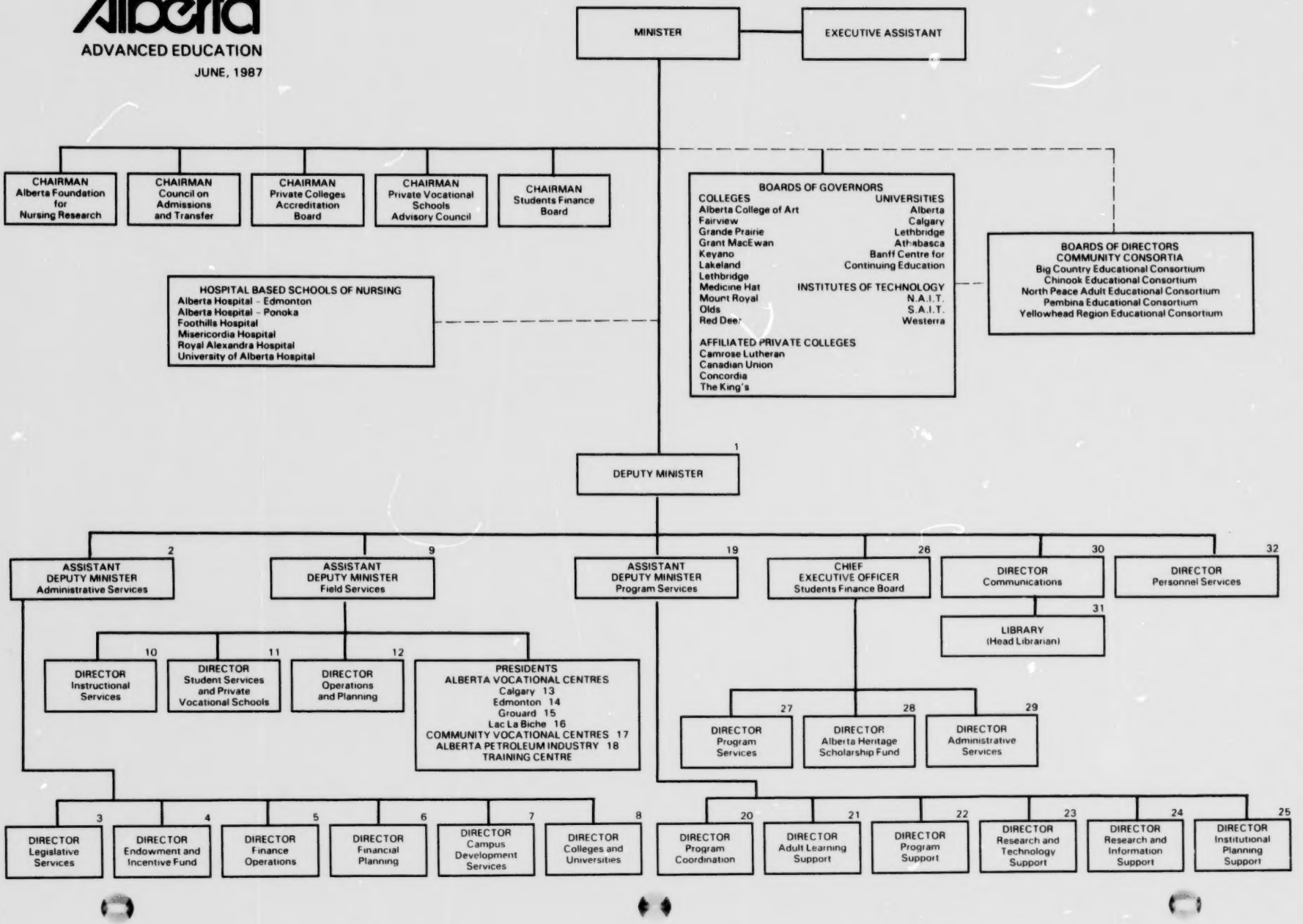
11 PROJECT ASSISTANT – Performs research and analysis, and assists in the execution of various projects and activities assigned to the Project Management Division.

12 COORDINATOR OF REGULATORY REFORM – Responsible to the Chairman of the Regulatory Reform Program in advancing the Government's commitment to simplify or eliminate regulatory procedures and reduce paper burden.

Alberta

ADVANCED EDUCATION

JUNE, 1987



DEPARTMENT OF ADVANCED EDUCATION

FUNCTIONAL STATEMENTS – JUNE, 1987

1 DEPUTY MINISTER – Administers, coordinates and controls Department activities including program, administrative and institutional functions.

2 ASSISTANT DEPUTY MINISTER, ADMINISTRATIVE SERVICES – Responsible for administrative services including operations, planning, review and approval of operating and capital finance, campus development and administrative services to institutions.

3 DIRECTOR, LEGISLATIVE SERVICES – Responsible for coordinating services related to legal and legislative aspects of Department operations, and for the monitoring of the implementation of these policies and programs.

4 DIRECTOR, ENDOWMENT AND INCENTIVE FUND – Responsible for the administration of the Advanced Education Endowment and Incentive Fund.

5 DIRECTOR, FINANCE OPERATIONS – Responsible for directing, monitoring and controlling financial transactions of both the provincially administered institutions and the Department and for providing administrative services to the Department.

6 DIRECTOR, FINANCIAL PLANNING – Responsible for the development of policies, guidelines and procedures related to financial planning and budgeting for the Department, including support to advanced education institutions, and for the coordination of systems development throughout the Department.

7 DIRECTOR, CAMPUS DEVELOPMENT SERVICES – Responsible for planning, review, approvals and policy development in the capital planning and programming areas, coordinating campus development of provincially administered institutions, and assisting with capital resource allocation decisions.

8 DIRECTOR, COLLEGES AND UNIVERSITIES – Responsible for providing administrative services to, and maintaining liaison with, institutions governed by boards of governors, and for coordinating those aspects of institutional administration which are affected by the Department.

9 ASSISTANT DEPUTY MINISTER, FIELD SERVICES – Responsible for leadership and policy direction required in the management of the provincially administered institutions and a number of private institutions and agencies providing educational services to citizens throughout Alberta.

10 DIRECTOR, INSTRUCTIONAL SERVICES – Responsible for leadership in the development of the instructional programs and services in provincially administered institutions and divisional operations located throughout the province.

11 DIRECTOR, STUDENT SERVICES AND PRIVATE VOCATIONAL SCHOOLS – Responsible for assisting in the development and implementation of student services activities in the provincially administered institutions, and for policy development, licensing, monitoring and overall coordination of the private vocational school sector in the province.

12 DIRECTOR, OPERATIONS AND PLANNING – Responsible for general policy development and maintenance of the administrative systems required in the Field Services Division and for long range planning.

13 PRESIDENTS, VOCATIONAL CENTRES, COMMUNITY VOCATIONAL CENTRES AND
to THE ALBERTA PETROLEUM INDUSTRY TRAINING CENTRE – Administer educational
18 institutions offering academic upgrading, English language, technical, vocational and continuing education training for adult Albertans.

19 ASSISTANT DEPUTY MINISTER, PROGRAM SERVICES – Responsible for leadership and policy direction in the planning and coordination of institutional development, programs, delivery methods, and research in the advanced education system; for allocation and monitoring of resources for specific program priorities; and for the maintenance of a departmental research and information capability.

20 DIRECTOR, PROGRAM COORDINATION – Responsible for coordinating the development of educational and training activities in the post secondary system including the monitoring of programs, identifying critical needs and developing and implementing plans for appropriate educational program areas.

21 DIRECTOR, ADULT LEARNING SUPPORT – Responsible for facilitating access to and the provision of coordinated learning opportunities for adults; for providing leadership and consultation to the network of Further Education Councils; and for the development and coordination of a wide range of approaches to serving the educational needs of adult Albertans.

22 DIRECTOR, PROGRAM SUPPORT – Responsible for providing system-wide program support through management of innovative projects, second language programs, inmate education, international education, and community consortia; for development and monitoring of existing and alternative financial strategies to facilitate and support program and institutional renewal and development; and for policy development in these regards.

23 DIRECTOR, RESEARCH AND TECHNOLOGY SUPPORT – Responsible for review, liaison, monitoring and policy development with respect to post secondary research, science and technology activities.

24 DIRECTOR, RESEARCH AND INFORMATION SUPPORT – Responsible for development and maintenance of the Department's general information systems; and for providing support to strategic planning activities through environmental scanning, and research and analysis of policy alternatives.

25 DIRECTOR, INSTITUTIONAL PLANNING SUPPORT – Responsible for long term institutional development activities of the Department; for developing a system-wide perspective for institutional development; for coordinating institutional development by region, sub-system, sector and institutional mandate; for articulating institutional development with departmental strategic planning; and for policy development in these regards.

26 CHIEF EXECUTIVE OFFICER, STUDENTS FINANCE BOARD – Responsible for the development, administration and delivery of all Students Finance Board programs.

27 DIRECTOR, PROGRAM SERVICES – Responsible for the coordination, evaluation and development of student finance programs and services.

28 DIRECTOR, ALBERTA HERITAGE SCHOLARSHIP FUND – Responsible for the administration of the Alberta Heritage Scholarship program.

29 DIRECTOR, ADMINISTRATIVE SERVICES – Responsible for the management of the Board's administrative and financial affairs.

30 DIRECTOR, COMMUNICATIONS – Responsible for enhancing public awareness of departmental programs, services and responsibilities through advertising, information and printing services.

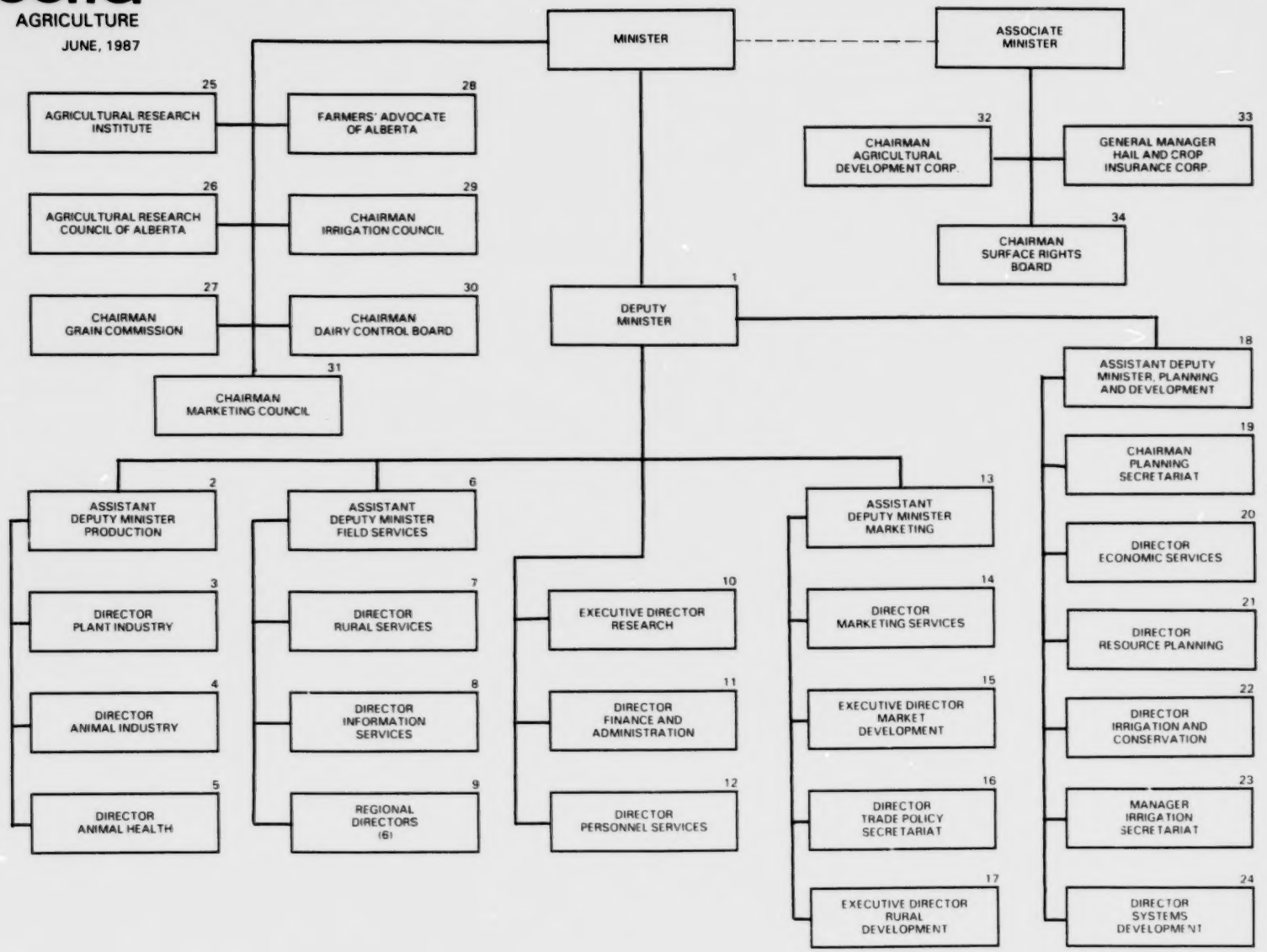
31 HEAD LIBRARIAN, LIBRARY – Acquires, catalogues and facilitates the use of reference material to support the Department's research and information needs.

32 DIRECTOR, PERSONNEL SERVICES – Responsible for planning, development and administration of personnel services for the Department.

Alberta

AGRICULTURE

JUNE, 1987



DEPARTMENT OF AGRICULTURE

FUNCTIONAL STATEMENTS – JUNE, 1987

1 DEPUTY MINISTER – Recommends, implements and expedites policies and programs through the administration, coordination and control of the Department's functions to aid in the increased economic viability of the agriculture industry.

2 ASSISTANT DEPUTY MINISTER, PRODUCTION – Responsible for the development and implementation of policies which maximize the use of Alberta's agricultural resources and provide an acceptable economic return to the individual producer.

3 DIRECTOR, PLANT INDUSTRY – Directs and coordinates policies and programs which facilitate crop production. These programs include horticulture and field crop research and extension, weed and pest control, soils management and laboratory service and the farm shelter belt project.

4 DIRECTOR, ANIMAL INDUSTRY – Coordinates and directs the orderly development, administration, and regulation of programs and policies designed to maximize production of animals and animal products, compatible with the total Alberta agricultural resource potential.

5 DIRECTOR, ANIMAL HEALTH – Coordinates policies and directs programs designed to reduce disease losses in livestock and wildlife by providing effective preventive and laboratory veterinary services, and to provide safe, wholesome animal foods for humans and minimize risk from disease transmitted from animals to man.

6 ASSISTANT DEPUTY MINISTER, FIELD SERVICES – Responsible for the Department's Field Services sector, including each of the six administrative regions, the Rural Services Division and Information Services Division.

7 DIRECTOR, RURAL SERVICES – Directs and coordinates programs for the Division, recommends policy and plans long and short term programs. The program areas include home economics, 4-H, agricultural engineering, Green Certificate, home study, ag in the classroom, agricultural service boards, agricultural societies, agricultural development committees and farm safety.

8 DIRECTOR, INFORMATION SERVICES – Responsible for the development, planning, organization and evaluation of Alberta Agriculture's communication programs including print media, broadcast media and library.

9 REGIONAL DIRECTORS – Administer the delivery of the Department's technology transfer programs and other special services and programs to farmers, farm families, agri-business, farm organizations, commodity groups, and municipal authorities, thus ensuring that their information needs are adequately met. This group includes the District Agriculturist and District Home Economist Service and various regional specialists.

10 EXECUTIVE DIRECTOR, RESEARCH – Administers the Farming for the Future research funding programs. Provides policy development and coordination for Department research activities and liaison with the organizations involved in research.

11 DIRECTOR, FINANCE AND ADMINISTRATION – Advises and assists the Department in effectively managing and controlling revenue and expenditures and in coordinating facilities required for the working environment of departmental staff.

12 DIRECTOR, PERSONNEL SERVICES – Develops and administers personnel programs to advise and assist line management in achieving its operating objectives.

13 ASSISTANT DEPUTY MINISTER, MARKETING – Through the administration and coordination of the Market Development Division, Marketing Services Division and the Rural Development program, ensures the implementation of policies and programs that optimize returns from market opportunities to Alberta's agriculture and food industries.

14 DIRECTOR, MARKETING SERVICES – Encourages development of primary and value added processing sectors of the agricultural and food industry through the development and delivery of programs and services which address changing world economic and market realities, whether local, national or international in nature.

15 EXECUTIVE DIRECTOR, MARKET DEVELOPMENT – Develops, coordinates and implements services and support policies and programs to optimize the development and penetration of markets in Alberta, Canada, the U.S.A. and abroad for agricultural commodities, processed food and feed products, and technical services.

16 DIRECTOR, TRADE POLICY SECRETARIAT – Provides an ongoing evaluation of national and international trade developments as they impact on the agriculture and food sector of the Alberta economy. Develops appropriate trade programs and policies and provides assistance to industry on trade legislation and litigation.

17 EXECUTIVE DIRECTOR, RURAL DEVELOPMENT – Administers federal provincial cost shared processing, development, research and marketing programs.

18 ASSISTANT DEPUTY MINISTER, PLANNING AND DEVELOPMENT – Directs, the provision of planning, economic statistical and analytical assistance and oversees encouragement of conservation and good management of the agricultural land base and water resource to the long term advantage of agriculture.

19 CHAIRMAN, PLANNING SECRETARIAT – Communicates with all segments of the agricultural industry and other governments, formulates policy alternatives, designs implementation strategy, and evaluates effectiveness of programs related to viability of the Alberta agricultural industry.

20 DIRECTOR, ECONOMIC SERVICES – Provides the Department and the agricultural sector with applied agricultural economic services consisting of economic analysis for business and market development, production cost studies, business operation, management advice, economic research and agricultural statistics.

21 DIRECTOR, RESOURCE PLANNING – Coordinates policies and directs programs in support of planning the development and use of agricultural land and water resources by other agencies of government including local authorities.

22 DIRECTOR, IRRIGATION AND CONSERVATION – Provides services to farmers, irrigation districts and municipal governments in the planning and development of programs related to irrigation, on-farm water management, soil and water conservation, salinity control and groundwater.

23 MANAGER, IRRIGATION SECRETARIAT – Provides administrative management and support to irrigation policy and programs for irrigation districts. Provides liaison and communication between the Irrigation Council, irrigation districts and others.

24 DIRECTOR, SYSTEMS DEVELOPMENT – Responsible for the planning, organization, evaluation and development of Alberta Agriculture computer systems.

25 AGRICULTURAL RESEARCH INSTITUTE – Sets policies, determines priorities, coordinates and supports research in agriculture and food in cooperation with industry, the universities and other agencies.

26 AGRICULTURAL RESEARCH COUNCIL OF ALBERTA – Advises the Minister of Agriculture on the operation of the Farming for the Future agricultural research program. Assesses, reviews and implements specific research and demonstration projects, provides a forum for discussion of policy and program areas of relevance to Alberta's agricultural research needs.

27 CHAIRMAN, GRAIN COMMISSION – Provides continuous review of all facets of the grain and oilseeds industry in Alberta for purposes of recommending policy.

28 FARMERS' ADVOCATE OF ALBERTA – Acts as an ombudsman to any Alberta farmer who may feel his rights have been violated.

29 CHAIRMAN, IRRIGATION COUNCIL – Formulates irrigation policy and programs for irrigation districts.

30 CHAIRMAN, DAIRY CONTROL BOARD – Administers the Alberta Dairy Board Act, which provides regulation of the dairy industry, and the Milk Pricing Regulation of the Public Utilities Board, including the Alberta Plan for Milk Market Sharing which is part of a Canadian comprehensive plan for milk marketing.

31 CHAIRMAN, MARKETING COUNCIL – Provides assistance, advice and support to marketing boards and commissions. Council delegates powers under the Marketing of Agricultural Products Act to boards and commissions to accomplish their stated objectives.

32 CHAIRMAN, AGRICULTURAL DEVELOPMENT CORPORATION – Provides short, intermediate and long term credit through loans and guarantees to enhance the quality of life in rural Alberta.

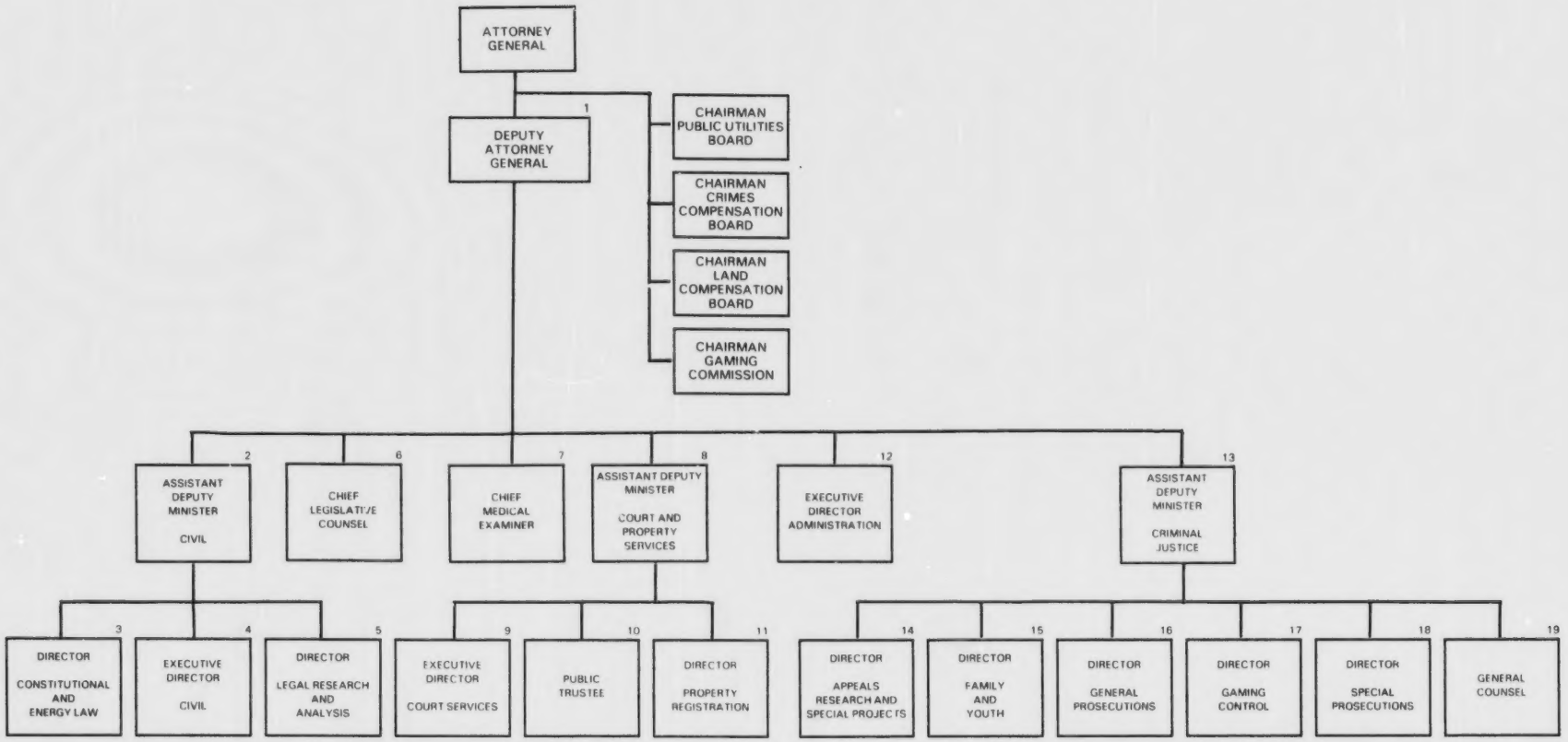
33 GENERAL MANAGER, HAIL AND CROP INSURANCE CORPORATION – Makes hail insurance coverage of field crops available to producers throughout Alberta. The Corporation administers the Canada/Alberta Crop Insurance Program providing crop insurance for cereals, oilseeds and forage crops.

34 CHAIRMAN, SURFACE RIGHTS BOARD – Responsible for administration of the Surface Rights Act and Part 2 of the Expropriation Act, initiates and implements board policies, initiates legislative changes and formulates rules of procedure.

Alberta

ATTORNEY GENERAL

JUNE, 1987



DEPARTMENT OF THE ATTORNEY GENERAL

FUNCTIONAL STATEMENTS - JUNE, 1987

1 DEPUTY ATTORNEY GENERAL - Advises the Minister respecting his duties and responsibilities as the Senior Law Officer of the Crown, which includes the provision of legal services to Executive Council, departments, boards, agencies and commissions, the provision of prosecutorial services on behalf of the Crown, and the delivery of other major programs such as Land Titles, Public Trustee, Personal Property Registration, Medical Examiner's Office and the operations of all administrative support functions.

2 ASSISTANT DEPUTY MINISTER, CIVIL - Responsible for the co-ordination of legal services to the Attorney General and all departments in the areas of civil law, constitutional law, legal research and analysis.

3 DIRECTOR, CONSTITUTIONAL AND ENERGY LAW - Provides legal services to the Attorney General and all departments and some agencies of the Government in matters pertaining to constitutional law and Charter of Rights and Freedoms.

4 EXECUTIVE DIRECTOR, CIVIL - Acts as legal counsel to the Attorney General and provides legal services to all departments and some agencies of the Government in matters pertaining to civil law.

5 DIRECTOR, LEGAL RESEARCH AND ANALYSIS - Provides to the Minister and Deputy Minister services relating to legal research, analysis and advice on matters concerning law reform and legal policy requirements.

6 CHIEF LEGISLATIVE COUNSEL - Prepares and drafts Government bills, regulations, and Orders in Council, and advises Ministers and Government officials on primary and subordinate legislation.

7 CHIEF MEDICAL EXAMINER - Administers the Fatality Inquiries Act concerned with the investigation of all unexpected, unexplained and violent deaths in Alberta.

8 ASSISTANT DEPUTY MINISTER, COURT AND PROPERTY SERVICES - Responsible for the administration of the Land Titles Offices and Personal Property Registries, the provision of administrative support to all levels of Alberta courts and the provision of estate and trust services through the offices of the Public Trustee.

9 EXECUTIVE DIRECTOR, COURT SERVICES - Responsible for administrative support services to the Provincial Courts, Court of Queen's Bench and Surrogate Court, and Courts of Appeal in the province, including sheriff's services and law libraries.

10 PUBLIC TRUSTEE - Responsible for protecting the assets and financial interests of children under 18 and of missing persons, acting as trustee of the estates of dependent adults with mental disabilities and serving as administrator of the estates of persons who die intestate, with no relatives in the province or where next-of-kin are not prepared to administer the estate or request the Public Trustee to act.

11 DIRECTOR, PROPERTY REGISTRATION - Responsible for registration and search services relating to documents affecting titles to patented land and security interest documents affecting personal property.

12 EXECUTIVE DIRECTOR, ADMINISTRATION - Provides support services and advice to department management on all aspects of non legal administration.

13 ASSISTANT DEPUTY MINISTER, CRIMINAL JUSTICE - Administers General Prosecutions Branch, Special Prosecutions Branch, Family and Youth Branch, Appeals, Research and Special Projects Branch, Gaming Control Branch, and Board of Review - directs the provisions of criminal prosecutorial services in all the above areas within Alberta.

14 DIRECTOR OF APPEALS, RESEARCH AND SPECIAL PROJECTS - Responsible for the provision of prosecutorial service in the Court of Appeal and the Supreme Court of Canada. Develops the Alberta Government's positions in primary areas of criminal law and co-ordinates special projects in Criminal Justice Administration at the federal, provincial and municipal levels.

15 DIRECTOR OF FAMILY AND YOUTH - Responsible for the provision of prosecutorial services in youth matters and representation on behalf of the Government in family matters at all levels of court. Responsible for the administration of the Maintenance Enforcement Program.

16 DIRECTOR OF GENERAL PROSECUTIONS - Responsible for the administration of general criminal prosecutions in the judicial districts of Alberta.

17 DIRECTOR, GAMING CONTROL BRANCH - Responsible for investigation of licenses for gaming in Alberta.

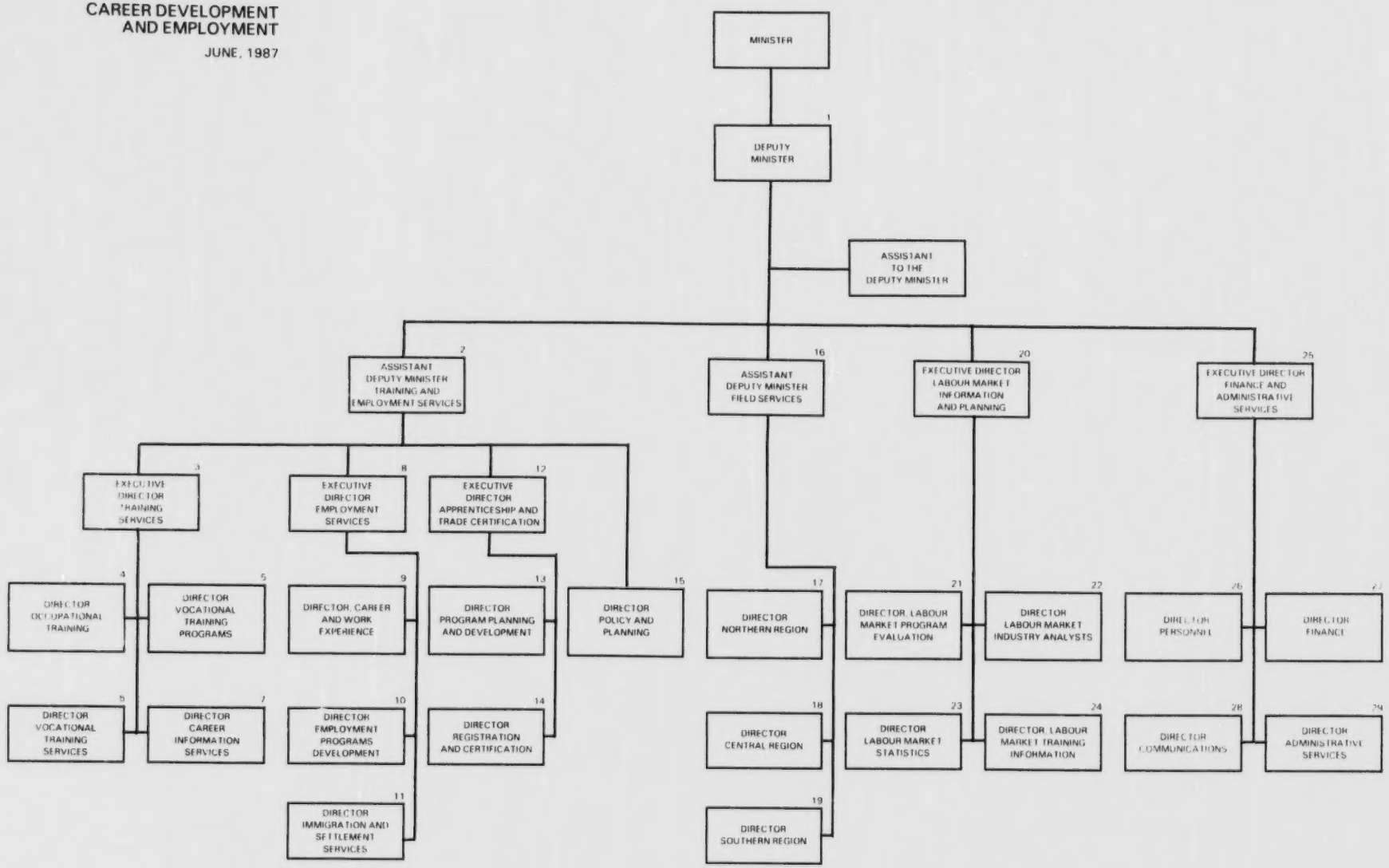
18 DIRECTOR OF SPECIAL PROSECUTIONS - Responsible for the provision of prosecutorial assistance in those cases involving complex commercial or corporate crimes, protracted criminal procedures and significant cases which are more appropriately handled outside the mainstream of general prosecutions.

19 GENERAL COUNSEL, CRIMINAL JUSTICE DIVISION - Responsible to the Deputy Attorney General and the Assistant Deputy Minister (Criminal Justice) for undertaking special assignments in criminal cases which are of a sensitive or difficult nature, in addition to assignments involving federal or provincial legislation, its revision and amendment.

Alberta

CAREER DEVELOPMENT
AND EMPLOYMENT

JUNE, 1987



DEPARTMENT OF CAREER DEVELOPMENT AND EMPLOYMENT

FUNCTIONAL STATEMENTS – JUNE, 1987

1 DEPUTY MINISTER – As the chief executive officer of the Department, is responsible for the management, coordination and control of all departmental functions, provides advice to the Minister on career development and employment policies and programs, and translates Government and ministerial policies into plans and programs.

2 ASSISTANT DEPUTY MINISTER, TRAINING AND EMPLOYMENT SERVICES – Responsible for establishment of program policies for the Department, for the direction, coordination and management of program development and monitoring operations, and for the establishment and maintenance of program and services standards throughout the province.

3 EXECUTIVE DIRECTOR, TRAINING SERVICES – Responsible for policy and program development and the coordination of training programs for Albertans so as to permit both human and economic growth and development in the province.

4 DIRECTOR, OCCUPATIONAL TRAINING – Responsible for the development of policy, program guidelines and maintenance of standards for industry-based training programs, other than apprenticeship programs, administered through the Department.

5 DIRECTOR, VOCATIONAL TRAINING PROGRAMS – Responsible for the purchase and coordination of short-term vocationally oriented training programs through the provision of funds to educational institutions in the province.

6 DIRECTOR, VOCATIONAL TRAINING SERVICES – Responsible for the development and administration of programs which provide financial support to disadvantaged and disabled Albertans enrolled in vocational training programs.

7 DIRECTOR, CAREER INFORMATION SERVICES – Responsible for providing a wide system of career information services and resources through the production and distribution of resource materials, the maintenance of a career library, and the provision of consultation services for career counsellors.

8 EXECUTIVE DIRECTOR, EMPLOYMENT SERVICES – Responsible for the coordination, development, provision and monitoring of programs and services which address the manpower needs and concerns of Alberta employers, potential employees and those who face employment barriers and for programs and services which address cyclical and seasonal unemployment.

9 DIRECTOR, CAREER AND WORK EXPERIENCE – Responsible for the development of employment programs for persons through Government support and the development of appropriate delivery systems in conjunction with other parts of the Department, other departments and other orders of government.

10 DIRECTOR OF EMPLOYMENT PROGRAMS DEVELOPMENT –Responsible for the development of policy, program guidelines and maintenance of standards for employment creation programs administered by the Department.

11 DIRECTOR, IMMIGRATION AND SETTLEMENT SERVICES – Responsible for responding to the immigration and settlement concerns which affect Alberta and its residents through the development and delivery of a variety of programs and services, including those which address issues such as business immigration, English as a second language, and the annual levels of immigration to Alberta.

12 EXECUTIVE DIRECTOR, APPRENTICESHIP AND TRADE CERTIFICATION – Responsible for the overall planning, development, control, direction and implementation of provincial policies related to all aspects of apprenticeship and journeyman training, and certification programs designated under the Manpower Development Act. Ensures that standards are maintained at both the provincial and interprovincial program levels.

13 DIRECTOR, PROGRAM PLANNING AND DEVELOPMENT – Responsible for developing and implementing policies pertaining to the planning, establishment and maintenance of such training and certification programs as are authorized under the Manpower Development Act. Liaises with industry through the management and administration of provincial apprenticeship committees, and consults with institutions on program matters.

14 DIRECTOR, REGISTRATION AND CERTIFICATION – Responsible for planning and developing policy recommendations concerning standards and certification, and for the planning, development and implementation of such training and certification programs as are authorized under the Manpower Development Act; directs the operations of the Data and Records Control Unit, Examinations and Certification Control Unit, and Registration and Schools Unit; implements programs and policies coordinated in respect to institutional program delivery, and deals with related institutional and Federal Government concerns.

15 DIRECTOR, POLICY AND PLANNING – Responsible for the establishment and maintenance of policy development and planning processes and mechanisms within the division, between the division and other areas of the Department, and between the division and other government agencies, both federal and provincial.

16 ASSISTANT DEPUTY MINISTER, FIELD SERVICES – Responsible for directing, coordinating and controlling the delivery of manpower training and employment programs and services throughout the Province of Alberta.

17 DIRECTOR, NORTHERN REGION – Responsible for the delivery of all departmental programs and services in the northern region, which covers the area of the province north of Athabasca.

18 DIRECTOR, CENTRAL REGION – Responsible for the delivery of all departmental programs and services in the Central Region, which covers the part of the province from Athabasca to Red Deer including the Cold Lake – Lac La Biche area.

19 DIRECTOR, SOUTHERN REGION – Responsible for the delivery of all departmental programs and services in the Southern Region, which covers the area from Red Deer to the southern border of the province including the City of Red Deer.

20 EXECUTIVE DIRECTOR, LABOUR MARKET INFORMATION AND PLANNING – Responsible for managing and coordinating a wide range of planning, research, information, policy analysis and evaluation services which assist the Department in the development and implementation of its policies, programs and services throughout the province.

21 DIRECTOR, LABOUR MARKET PROGRAM EVALUATION – Responsible for designing and managing evaluations of departmental programs and services as well as for gathering and analyzing information, undertaking research studies, and assisting in the

development of labour market policy options and strategies concerning demography, immigration and disadvantaged populations.

22 DIRECTOR, LABOUR MARKET INDUSTRY ANALYSIS – Responsible for gathering and analyzing information, undertaking special studies and monitoring changes in labour market conditions in the province's various industry sectors as well as for assisting in the development of training and employment strategy proposals that will assist those industries; also responsible for obtaining information on and analyzing labour market policies and programs that exist in other jurisdictions and for assisting in the development of the Department's strategic plan.

23 DIRECTOR, LABOUR MARKET STATISTICS – Responsible for acquiring, developing and analyzing a comprehensive range of labour market statistics for the province and its regions, preparing forecasts of future economic and labour market conditions, analyzing past and projecting future occupational trends, and providing advice on the implications of changing labour market conditions.

24 DIRECTOR, LABOUR MARKET TRAINING INFORMATION BRANCH – Responsible for developing information and undertaking special studies on labour market supply potential from educational and training institutions, and from industry-based training programs, as well as for analyzing training-related information and for assisting in the development of training policy and program proposals; also responsible for representing the Department's position in the areas of professions and occupations, and health disciplines.

25 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATIVE SERVICES – Responsible for coordinating and controlling the development and operations of departmental support services including strategic and policy planning, finance, personnel, communications, systems development, legislative and other administrative services.

26 DIRECTOR, PERSONNEL – Responsible for the planning, development, implementation and administration of the Department's human resource program. Advises the Deputy Minister, assistant deputy ministers and Department managers on human resource policy.

27 DIRECTOR, FINANCE – Responsible for the budgeting, disbursement, monitoring, and control of departmental funds and for the development and implementation of such policies, procedures and financial systems, as are required to ensure efficient and effective financial management of the Department.

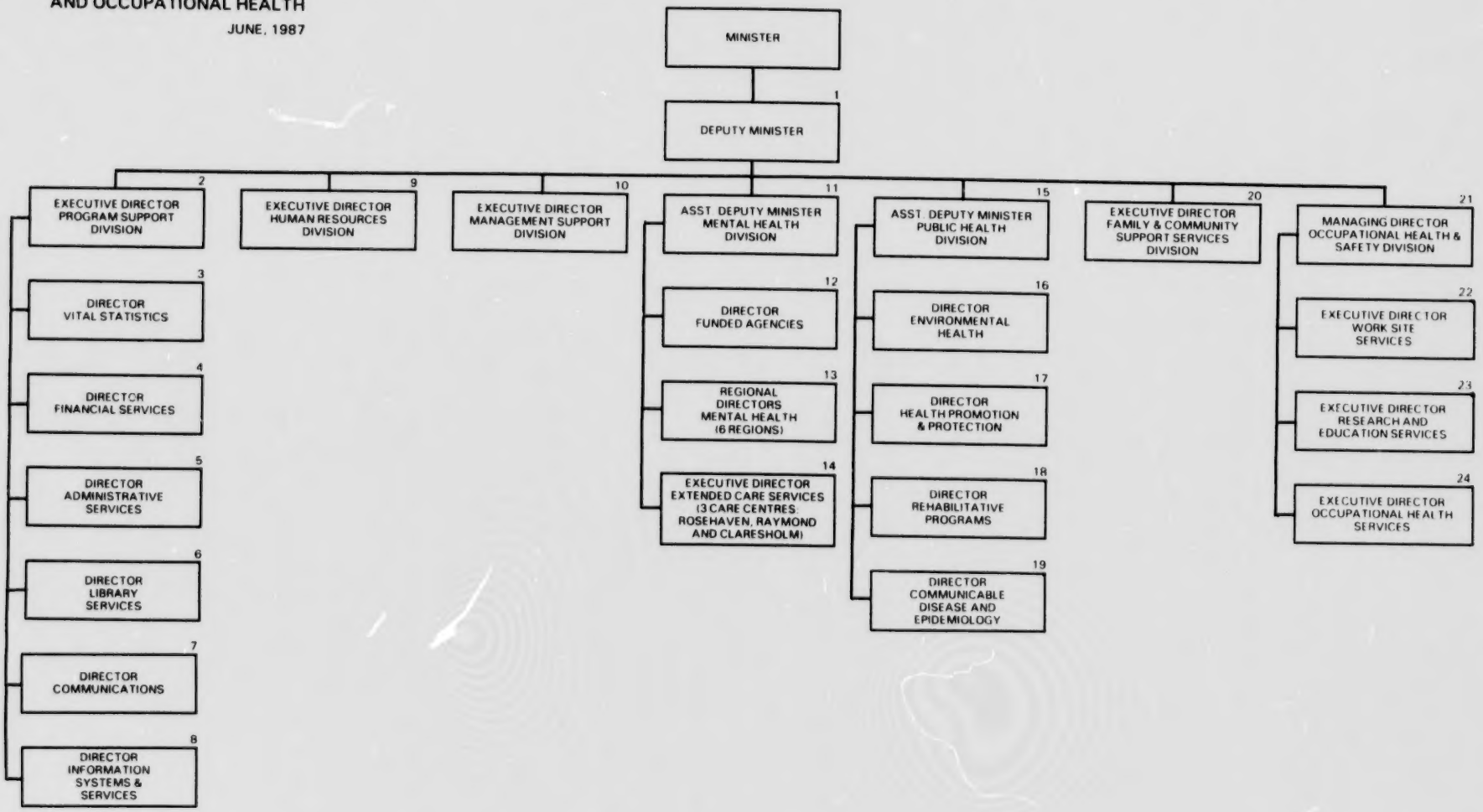
28 DIRECTOR, COMMUNICATIONS – Responsible for directing all public relations, advertising, information services, printing and related requirements of the Department.

29 DIRECTOR, ADMINISTRATIVE SERVICES – Responsible for the provision of administrative services including systems development, general services, legislative and library services, and records services.

Alberta

COMMUNITY AND OCCUPATIONAL HEALTH

JUNE, 1987



DEPARTMENT OF COMMUNITY AND OCCUPATIONAL HEALTH

FUNCTIONAL STATEMENTS – JUNE, 1987

1 DEPUTY MINISTER, COMMUNITY AND OCCUPATIONAL HEALTH - Administers, coordinates and controls departmental functions relating to policy, program standards development, monitoring and evaluation of health and social services programs including public health, mental health, occupational health and safety and family and community support services.

2 EXECUTIVE DIRECTOR, PROGRAM SUPPORT DIVISION – Responsible for the management of the Vital Statistics Branch and for financial, administrative, information systems, library and public communications services for the Department.

3 DIRECTOR, VITAL STATISTICS – Responsible for the administration of the Vital Statistics Act, the Marriage Act and the Change of Name Act.

4 DIRECTOR, FINANCIAL SERVICES – Provides support in the following major areas: accounts payable, accounts receivable, budgeting, financial advisory services, financial systems and the setting and monitoring of financial control standards as well as ensuring compliance with the Financial Administration Act.

5 DIRECTOR, ADMINISTRATIVE SERVICES – Responsible for the administration of the Department's policies, accommodations, procurement services, records management programs and a wide variety of interdepartmental support and communication services.

6 DIRECTOR, LIBRARY SERVICES – Responsible for the coordination, development and delivery of library and related information programs and services (e.g. reference services, data base services, audio-visual services and the Medical Toxicological Information Program) for the Department, other related agencies and groups, industry and the public.

7 DIRECTOR, COMMUNICATIONS – Manages staff and programs relating to staff and public information areas such as advertising, media relations, staff news services, public relations planning and advisory, production services for displays, print and audio visual, and program information and promotion.

8 DIRECTOR, INFORMATION SYSTEMS AND SERVICES – Provides, coordinates and supports use of computer-based technologies within the Department and to local health units.

9 EXECUTIVE DIRECTOR, HUMAN RESOURCES DIVISION – Develops and administers a departmental personnel program including staff development, training, classification, employee relations, occupational health and safety, personnel planning, and wage and salary administration.

10 EXECUTIVE DIRECTOR, MANAGEMENT SUPPORT DIVISION – Responsible for ensuring that the Deputy Minister and senior management receive adequate support in the areas of planning, evaluation, legislation review, and associated management support services.

11 ASSISTANT DEPUTY MINISTER, MENTAL HEALTH DIVISION – Responsible for the development of policy, standards, monitoring, evaluation and operation of programs and centres, and the operation of a suicide prevention program.

12 DIRECTOR, FUNDED AGENCIES - Responsible for conducting and monitoring the allocation of funds to agencies providing a variety of mental health services.

13 REGIONAL DIRECTORS, MENTAL HEALTH – Responsible for the direction, planning and budget for the provision of assessment, treatment, preventive and educational services to individuals at risk of or suffering from mental illness or disorders. Clinical services are provided on an out-patient basis through the mental health clinics and residential treatment is provided through group homes and approved homes.

14 EXECUTIVE DIRECTOR, EXTENDED CARE SERVICES – Responsible for the management of three residential facilities: Raymond Home; Claresholm Care Centre; and Rosehaven Care Centre in Camrose. These facilities provide treatment services and programs, and develop appropriate therapeutic and other programs for preparing some clients to live in community settings.

15 ASSISTANT DEPUTY MINISTER, PUBLIC HEALTH DIVISION – Responsible for providing leadership and direction to the management of public health programs in communicable disease control, health promotion and protection, and rehabilitation on a province-wide basis; manages the development and delivery of comprehensive and integrated public health services within the framework of the Public Health Act and regulations. A key aspect of the role involves establishing effective working relationships with representatives of local health authorities, municipal organizations and professional associations.

16 DIRECTOR, ENVIRONMENTAL HEALTH – Responsible for the development of environmental health legislation under the Public Health Act, advice on environmental health regulations, consultative services to the Government, health units and the public on matters relating to environmental health, and developing educational material and seminars on environmental health subjects.

17 DIRECTOR, HEALTH PROMOTION AND PROTECTION – Responsible for the overall management of health promotion and protection programs including: health education and promotion, community health nursing and dental health.

18 DIRECTOR, REHABILITATIVE PROGRAMS – Responsible for providing leadership regarding long-range planning, program development and evaluation, and policy formulation in the following rehabilitative programs : long term care, home care, speech pathology and audiology, early intervention, and Alberta Aids to Daily Living/Extended Health Benefits.

19 DIRECTOR, COMMUNICABLE DISEASE CONTROL - Responsible for the coordination and monitoring of communicable disease programs, including those for tuberculosis and sexually transmitted disease, consults with and advises local health units, physicians and health care institutions, and acts as an information resource on all aspects of communicable disease control and prevention.

20 EXECUTIVE DIRECTOR, FAMILY AND COMMUNITY SUPPORT SERVICES DIVISION – Ensures that the provisions of the Family and Community Support Services Act are carried out, provides consulting resources to municipalities, maintains financial and program monitoring systems and accumulates program statistical information.

21 MANAGING DIRECTOR, OCCUPATIONAL HEALTH AND SAFETY DIVISION – Administers a program to prevent injury, ill health and genetic damage resulting from employ-

ment in Alberta; responsible for the administration, coordination and control of all line and staff functions in the Occupational Health and Safety Division.

22 EXECUTIVE DIRECTOR, WORK SITE SERVICES – Responsible for coordination and executive direction of the activities of the Inspection (North), Inspection (South), Engineering and Mines, and Project Management branches.

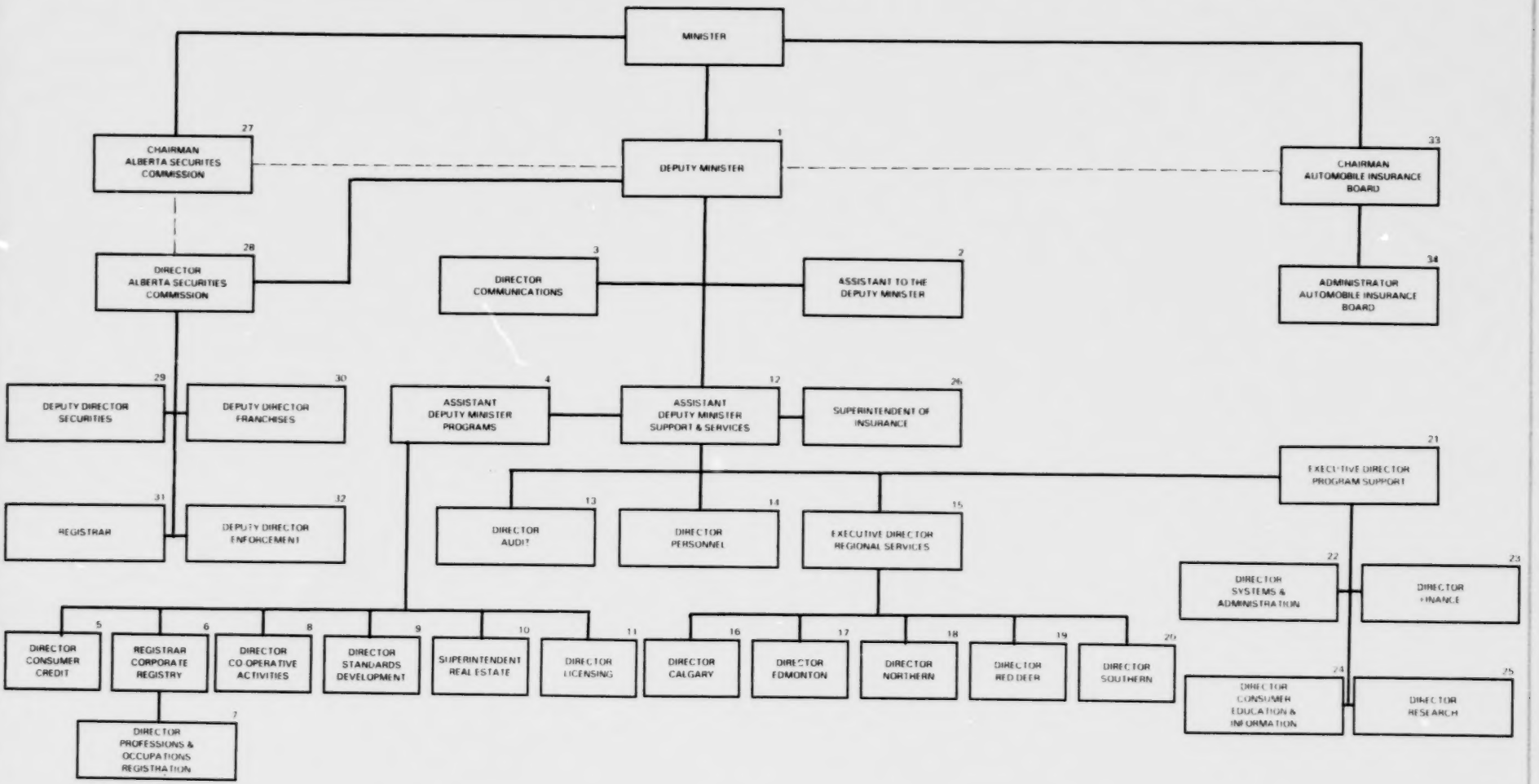
23 EXECUTIVE DIRECTOR, RESEARCH AND EDUCATION SERVICES – Responsible for coordination and executive direction of research, education and program development for the Division.

24 EXECUTIVE DIRECTOR, OCCUPATIONAL HEALTH SERVICES – Responsible for coordination and executive direction of the Laboratory Services, Medical Services, Radiation Health, and Occupational Hygiene branches.

Alberta

CONSUMER AND CORPORATE AFFAIRS

JUNE, 1987



DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

FUNCTIONAL STATEMENTS – JUNE, 1987

1 DEPUTY MINISTER – Plans, co-ordinates and administers all departmental programs.

2 ASSISTANT TO THE DEPUTY MINISTER – Manages the Deputy Minister's office.

3 DIRECTOR, COMMUNICATIONS – Co-ordinates public affairs matters, media relations, advertising and internal communications. Provides public relations counselling to departmental clients and acts as liaison with the Public Affairs Bureau.

4 ASSISTANT DEPUTY MINISTER, PROGRAMS – Responsible for formulating and reviewing policy, objectives, legislation and operating plans for six distinct programs, under the general direction of the Minister and Deputy Minister.

5 DIRECTOR, CONSUMER CREDIT – Responsible for the development and on-going management of the consumer credit and the family finance counselling programs.

6 REGISTRAR, CORPORATE REGISTRY – Responsible for providing an effective administrative mechanism to accommodate the growth of Alberta business through the corporate sector. The position is accountable for the provision of services to the business and the legal communities.

7 DIRECTOR, PROFESSIONS AND OCCUPATIONS REGISTRATION – Responsible for the registration of professional and occupational groups that do not come under the Health Disciplines Act, the Manpower Development Act or separate Act. These organizations accept responsibility for their members' ethics and discipline.

8 DIRECTOR, CO-OPERATIVE ACTIVITIES – Responsible for the incorporation of co-operative associations and monitoring of their activities to ensure compliance with the Co-operative Associations Act, the Co-operative Marketing Associations Guarantee Act and the Native Co-operative Guarantee Act.

9 DIRECTOR, STANDARDS DEVELOPMENT – Responsible for the administration of the Unfair Trade Practices Act and the development of standards for consumer transactions.

10 SUPERINTENDENT, REAL ESTATE – Responsible for the administration of the Real Estate Agents' Licensing Act, Mortgage Brokers Regulation Act, Condominium Property Act, Landlord and Tenant Act, and Mobile Home Sites Tenancies Act.

11 DIRECTOR, LICENSING – Responsible for administration of the Licensing of Trades and Businesses Act, the Public Auctions Act, the Public Contributions Act, the Direct Sales Cancellation Act, the Fuel Oil Licensing Act, the Cemeteries Act and the Prearranged Funeral Services Act.

12 ASSISTANT DEPUTY MINISTER, SUPPORT AND SERVICES – Responsible for the delivery of the Department's programs through the regional offices, and for the delivery of program support services. Formulates and reviews policy, objectives, legislation and operating plans under the general direction of the Minister and Deputy Minister.

13 DIRECTOR, AUDIT – Responsible for the provision of professional audit services to the Department.

14 DIRECTOR, PERSONNEL – Responsible for the provision of all facets of personnel services to the Department.

15 EXECUTIVE DIRECTOR, REGIONAL SERVICES – Responsible for the coordination of the delivery of the Department's programs throughout the province.

16 to 20 REGIONAL DIRECTORS – Five positions, one in charge of each region, each responsible for the delivery of all departmental programs within the region.

21 EXECUTIVE DIRECTOR, PROGRAM SUPPORT – Responsible for the administration and operation of consumer education, research, information systems, financial services, and administrative services.

22 DIRECTOR, SYSTEMS AND ADMINISTRATION – Responsible for the planning, development, policy formulation, and evaluation of general administrative services and departmental systems.

23 DIRECTOR, FINANCE – Provides accounting policies and budget services for departmental activities.

24 DIRECTOR, CONSUMER EDUCATION AND INFORMATION – Initiates educational programs that integrate with Government policy, the Department's programs and the needs of education agencies.

25 DIRECTOR, RESEARCH – Responsible for the provision of research and evaluation services to all areas of the Department.

26 SUPERINTENDENT OF INSURANCE – Responsible for the administration of the Insurance Act, which ensures provision of adequate service to the insured public by knowledgeable and qualified insurance agents, brokers and adjusters.

27 CHAIRMAN, ALBERTA SECURITIES COMMISSION – Provides protection and assistance to the investing public by registering and regulating the securities and franchise markets, performs quasi-judicial functions with respect to appeals from decisions of the Alberta Stock Exchange and the staff of the commission, audits securities dealers and franchise issuers, licences franchise salesmen and security dealers including mutual fund dealers, scholarship plan dealers, investment counsel and securities advisors, and establishes policy for the trading and issuance for securities and franchises.

28 DIRECTOR, ALBERTA SECURITIES COMMISSION – Co-ordinates the activities of the deputy directors and registrar, issues practice guidelines, and exercises the duties as prescribed by the Securities Act and the Franchises Act.

29 DEPUTY DIRECTOR, SECURITIES – Receives and reviews filings made by way of prospectus, statement of material facts and rights offerings for all securities offered through these documents. Undertakes audits of broker-dealers and conducts investigations of security issuers when required.

30 DEPUTY DIRECTOR, FRANCHISES – Formulates policy for the regulation of the franchise industry through the Franchises Act. Receives and reviews submission for trades in franchises.

31 REGISTRAR – Checks initial submissions under securities and franchise legislation for conformity to statutory requirements and issues receipts as directed; responsible for

new or annual registration of brokers and salesmen. Provides accounting, administrative, record keeping and automated data processing support for the Commission.

32 DEPUTY DIRECTOR, ENFORCEMENT - Investigates complaints concerning registrants and sales of securities, conducts hearings on registration of applicants, monitors securities trading on the Alberta Stock Exchange and the over-the-counter market.

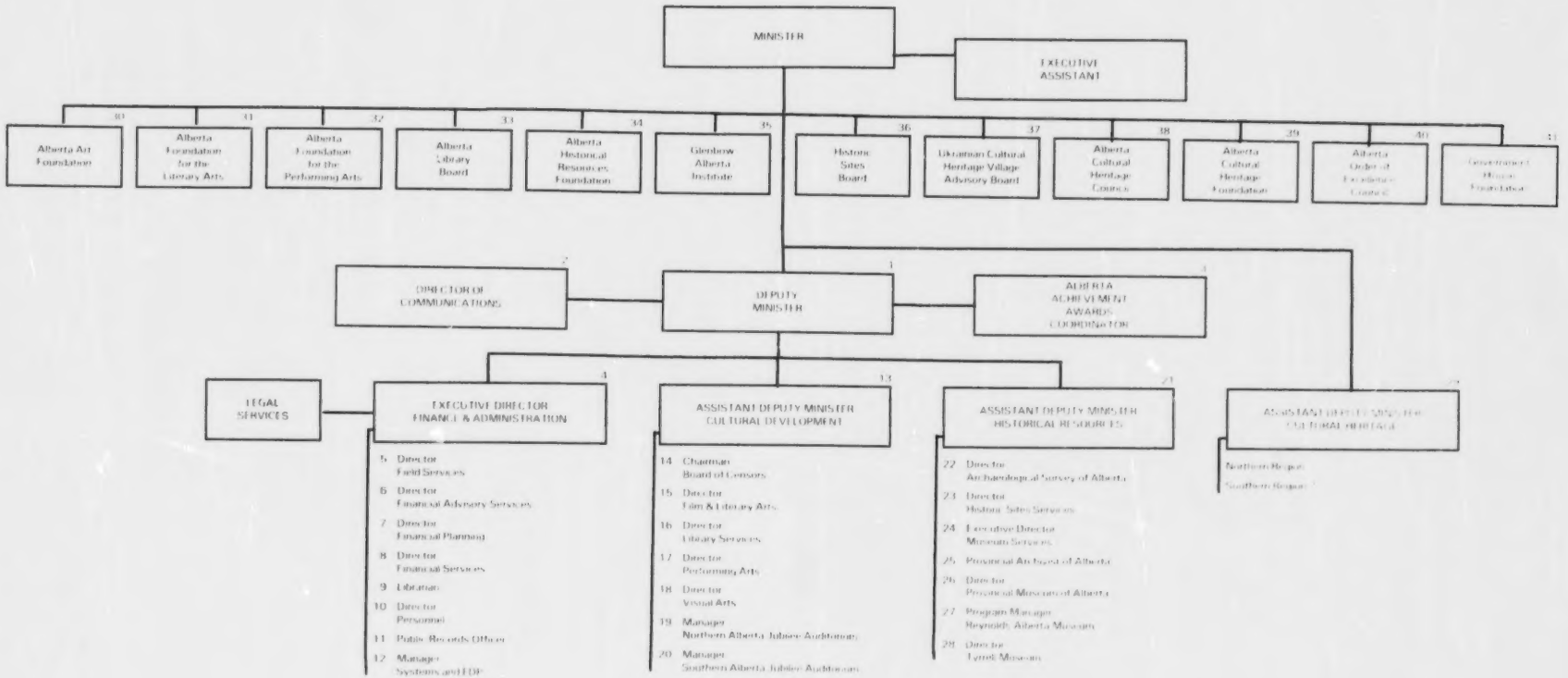
33 CHAIRMAN, AUTOMOBILE INSURANCE BOARD - Chairs meetings of the Board which regulates rates charged for the compulsory portion of automobile insurance in Alberta.

34 ADMINISTRATOR, AUTOMOBILE INSURANCE BOARD - Handles enquiries and complaints from the public concerning automobile insurance rating; analyses proposals for rate changes, and handles the Board's correspondence and administration.

Alberta

CULTURE &
MULTICULTURALISM

JUNE, 1987



1 DEPUTY MINISTER – Responsible for the administration, coordination and control of all line and staff functions within Alberta Culture and Multiculturalism.

2 DIRECTOR, COMMUNICATIONS – Provides two-way public communication service to maximize the effective delivery of departmental services including advertising, publications, audio visual media, photography, media liaison and attendance at public functions.

3 ALBERTA ACHIEVEMENT AWARDS COORDINATOR – Coordinates a province-wide program aimed at recognizing outstanding achievement in various areas of endeavour in the categories of competition, service, and excellence.

4 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATION – Responsible for planning, coordinating and directing services in the central administrative division which includes personnel, financial planning, financial services, library, records management, systems, and field services.

5 DIRECTOR, FIELD SERVICES – Coordinates the work of six field offices responsible for assessing broad cultural needs and resources of the people in their areas.

6 DIRECTOR, FINANCIAL ADVISORY SERVICES – Responsible for the internal audit role of providing independent appraisals of operating systems.

7 DIRECTOR, FINANCIAL PLANNING – Coordinates and prepares the Department's annual budget submission, and prepares and monitors budget changes that occur during the year.

8 DIRECTOR, FINANCIAL SERVICES – Develops, implements and administers accounting policies, procedures and systems including accounts payable and receivable, and allocates space.

9 LIBRARIAN – Responsible for the overall operation and planning of the library including provision of in-depth, technical and general reference service for both in-house and public users.

10 DIRECTOR, PERSONNEL – Coordinates and provides services including recruitment, classification, manpower planning, employee relations, wage and salary administration, and staff development.

11 PUBLIC RECORDS OFFICER – Develops, coordinates and directs technical improvements in records practices and procedures, and is responsible for developing procedures and issuing procedural manuals and guidelines in the areas of central filing structure, microfilming services, records retention, disposal and protection, and for advising management on matters such as the application of new technology to records systems.

12 MANAGER, SYSTEMS AND EDP – Monitors and controls the development and implementation of electronic database information systems in the Department.

13 ASSISTANT DEPUTY MINISTER, CULTURAL DEVELOPMENT – Responsible for the development of performing, visual, film and literary arts, library services, film censorship programs and the Jubilee Auditoria.

14 CHAIRMAN, BOARD OF CENSORS – Responsible for the Film Censor Board operation and administration of the Amusements Act.

15 DIRECTOR, FILM AND LITERARY ARTS – Manages and administers resources for the development of film and literary arts relative to educational, recreational and therapeutic needs at all levels in Alberta.

16 DIRECTOR, LIBRARY SERVICES – Manages and administers resources for the development of public libraries and stimulates cooperative development to create and coordinate a network of library information systems.

17 DIRECTOR, PERFORMING ARTS – Responsible for the management and administration of resources in the performing arts and the touring dance, drama and music programs for educational, recreational and therapeutic needs at all levels in Alberta.

18 DIRECTOR, VISUAL ARTS – Responsible for the management and administration of resources of visual arts and crafts development for educational, recreational and therapeutic development at all levels throughout the province.

19 & 20 MANAGERS, JUBILEE AUDITORIA – Manage and administer the operation of the Jubilee Auditoria in the cities of Calgary and Edmonton.

21 ASSISTANT DEPUTY MINISTER, HISTORICAL RESOURCES – Responsible for the management of historical resources throughout Alberta and specifically for the Provincial Museum, the Provincial Archives, the Historic Sites Service, the Archaeological Survey of Alberta, the Tyrrell Museum of Palaeontology and for financial assistance for historical resource preservation.

22 DIRECTOR, ARCHAEOLOGICAL SURVEY OF ALBERTA – Responsible for administration of the programs in location, recording and maintenance of registry of archaeological surveys carried out within the province.

23 DIRECTOR, HISTORIC SITES SERVICE – Responsible for programs in the documentation, preservation, restoration, interpretation and development of historic sites in Alberta.

24 EXECUTIVE DIRECTOR, MUSEUM SERVICES – Assists in the planning, development and operation of Alberta museums.

25 PROVINCIAL ARCHIVIST OF ALBERTA – Responsible for the collection and preservation of documents and for the reference facilities for their study.

26 DIRECTOR, PROVINCIAL MUSEUM OF ALBERTA – Directs, administers and coordinates the diverse scientific, educational, informational and exhibition programs of the Museum.

27 PROGRAM MANAGER, REYNOLDS ALBERTA MUSEUM – Provides for the servicing of the Reynolds gift and planning of the proposed museum.

28 DIRECTOR, TYRRELL MUSEUM OF PALAEONTOLOGY – Manages and administers this internationally recognized public museum which is dedicated to the collection,

preservation, research and display of palaeontological history, with specific concentration on and reference to Alberta.

29 ASSISTANT DEPUTY MINISTER, CULTURAL HERITAGE – Manages and administers resources to create and maintain avenues of expression, preservation and stimulation of the diverse ethno-cultural heritage in the province.

30 ALBERTA ART FOUNDATION – Responsible for the purchase and display of works by Alberta artists.

31 THE ALBERTA FOUNDATION FOR THE LITERARY ARTS – Promotes and provides people and organizations the opportunity to participate in the literary arts. The Foundation supports and contributes to the publishing and marketing of the literary works of Albertans by assisting and developing library services and the book and periodical industry in Alberta.

32 ALBERTA FOUNDATION FOR THE PERFORMING ARTS – Supports, promotes, contributes to and participates in the develcpment of the performing arts in Alberta.

33 ALBERTA LIBRARY BOARD – Advises the Minister on matters relating to the expansion, development, coordination and encouragement of libraries in Alberta.

34 ALBERTA HISTORICAL RESOURCES FOUNDATION – Receives and preserves or restores historical resources for the use, enjoyment and benefit of the people of Alberta.

35 GLENBOW ALBERTA INSTITUTE – Promotes and encourages the acquisition and diffusion of knowledge of man, his arts, his history and the nature of the world in which he lives, in such a manner as to best serve the educational and cultural needs of the peoples of Alberta.

36 HISTORIC SITES BOARD – Advises and makes recommendations to the Minister on matters concerning the preservation and protection of historic sites in Alberta.

37 UKRAINIAN CULTURAL HERITAGE VILLAGE ADVISORY BOARD – Advises and recommends to the Minister on matters concerning the preservation and protection of the Ukrainian Cultural Heritage Village. The Board seeks support for the Village through donations of artifacts, buildings and historical information.

38 ALBERTA CULTURAL HERITAGE COUNCIL – Represents ethno-cultural groups as an advisory body to the Government of Alberta on the development and preservation of the cultural heritage in the province.

39 ALBERTA CULTURAL HERITAGE FOUNDATION – Supports, promotes, contributes to and participates in the development and preservation of the ethno-cultural background of Alberta.

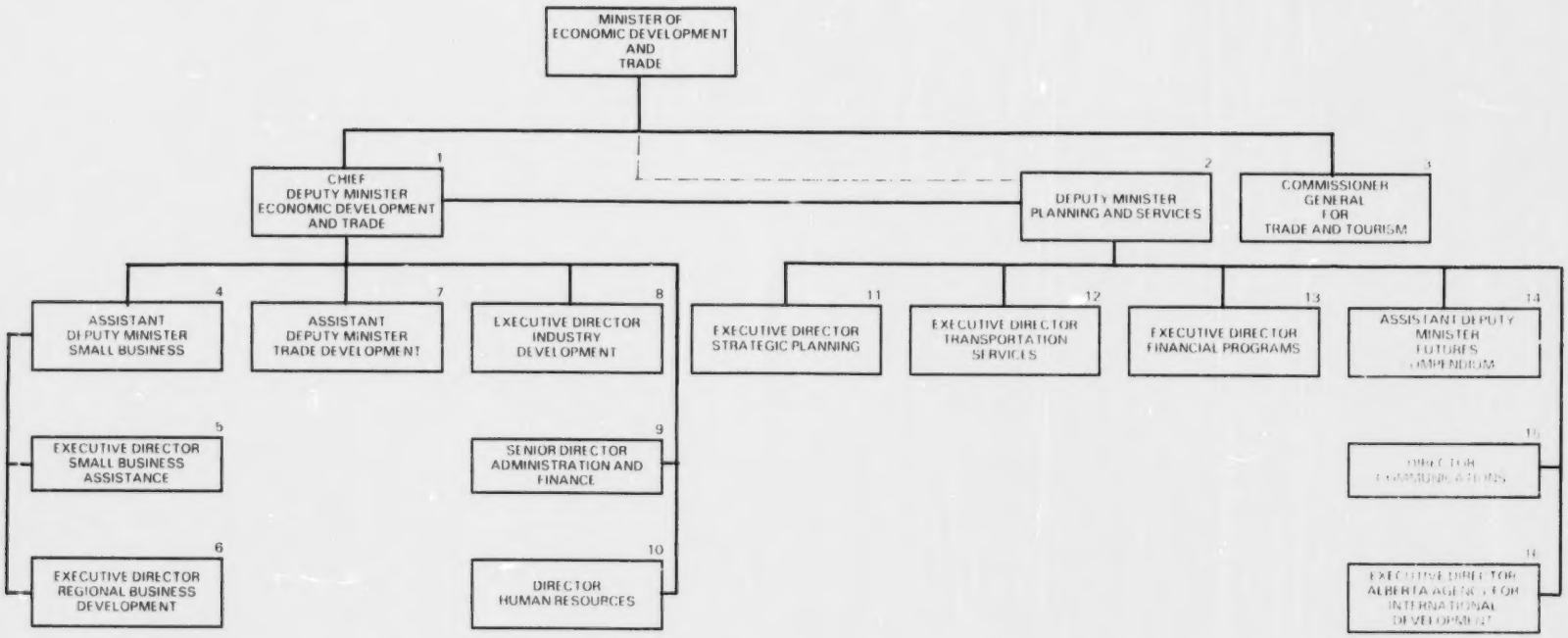
40 ALBERTA ORDER OF EXCELLENCE COUNCIL – Advises the Chancellor and recommends persons to be granted membership in the Order.

41 GOVERNMENT HOUSE FOUNDATION – Advises the Minister on the preservation of Government House as a historic site and building. The Foundation solicits and receives gifts, bequests or any personal property for use or display in Government House.

Alberta

ECONOMIC DEVELOPMENT
AND TRADE

JUNE, 1987



DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

FUNCTIONAL STATEMENTS – JUNE, 1987

1 CHIEF DEPUTY MINISTER, ECONOMIC DEVELOPMENT AND TRADE – As chief executive officer, is responsible for the overall management and coordination of departmental functions as well as providing advice to the Minister on policies and programs.

2 DEPUTY MINISTER, PLANNING AND SERVICES – Responsible for the management and coordination of strategic planning, transportation services, financial programs, the Futures Compendium, communications and the Alberta Agency for International Development; provides advice to the Chief Deputy Minister and the Minister on policy and programs.

3 COMMISSIONER GENERAL FOR TRADE AND TOURISM – Reporting to the Minister of Economic Development and Trade and supporting the Minister of Tourism, the Commissioner General 's responsibility is to promote and enhance Alberta's trade and tourism potential.

4 ASSISTANT DEPUTY MINISTER, SMALL BUSINESS DIVISION – Responsible for the development, management, implementation and coordination of small business programs and policies designed to stimulate balanced growth, productivity, entrepreneurship and diversification within the Alberta economy. This includes activities to help improve the economic performance and management techniques of small businesses, to encourage new business formations and to assist communities in achieving economic growth.

5 EXECUTIVE DIRECTOR, SMALL BUSINESS ASSISTANCE – Responsible for the planning, organization and implementation of Alberta small business development programs designed to increase the capabilities of small business, both in economic performance and in management techniques.

6 EXECUTIVE DIRECTOR, REGIONAL BUSINESS DEVELOPMENT – Responsible for the planning, organization and implementation of province-wide regional business development programs designed to enhance business development throughout the regions of Alberta by maximizing community preparedness, enhancing business opportunities compatible with the resources within each region, and assisting in bringing about balanced growth.

7 ASSISTANT DEPUTY MINISTER, TRADE DEVELOPMENT – Responsible for providing assistance to the business, industrial and service sectors to expand Alberta exports through trade shows, trade missions, specific exporting expertise and assistance in the development of joint ventures, licensing and consortia in international trade.

8 EXECUTIVE DIRECTOR, INDUSTRY DEVELOPMENT – Responsible for enhancing the performance and diversification of the economy of Alberta by assisting in the development of manufacturing, process and service industry sectors through the identification of opportunities and stimulating action to realize these opportunities by causing investment in the province with an emphasis on new developments, joint ventures and licensing agreements. The division proposes sector development strategies, promotes investment opportunities, assists/counsels industry in projects, and implements industrial development policy.

9 SENIOR DIRECTOR, ADMINISTRATION AND FINANCE – Provides centralized support services to the Department in the areas of accounting, budgeting, electronic data processing, library, accommodation and general administrative services.

10 DIRECTOR, HUMAN RESOURCES – Responsible for providing advice and assistance at all levels in the Department regarding the effective utilization of human resources. Specific functional responsibilities include recruitment and selection, position classification, salary and wage administration, organization and staff development, human resource planning, employee relations, and performance appraisal systems.

11 EXECUTIVE DIRECTOR, STRATEGIC PLANNING – Responsible for the general area of economic development policy, the division develops economic strategies and programs related to the broad areas of diversification, small business and trade; coordinates the Department's policy position on economic development issues, particularly those which cross divisional and departmental lines; evaluates the impact of changing economic circumstances on specific sectors of the Alberta economy, identifies threats and opportunities, and meets the demand for economic and market information.

12 EXECUTIVE DIRECTOR, TRANSPORTATION SERVICES – Responsible for the review and analysis of current and projected transportation systems, services, policies and programs, encompassing both freight and passenger transport, by all technologies. The branch produces policy recommendations, negotiates with public and private sector users and providers, arranges technical and/or funding assistance, and in other ways serves as a catalyst to achieve improvements in Alberta's transportation systems.

13 EXECUTIVE DIRECTOR, FINANCIAL PROGRAMS – Administers and coordinates the financial programs available through Economic Development and Trade, and provides financial advice to departmental divisions, the Deputy, Chief Deputy and the Minister on new financial programs which may be considered in light of economic conditions and available opportunities. An important element involves financial analysis of major projects in respect to requested funding by quasi-governmental organizations and private sector enterprises.

14 ASSISTANT DEPUTY MINISTER, FUTURES COMPENDIUM – With a small public sector staff and a private sector advisory council, produces information on the likely future course of the world economy and its implications for Alberta.

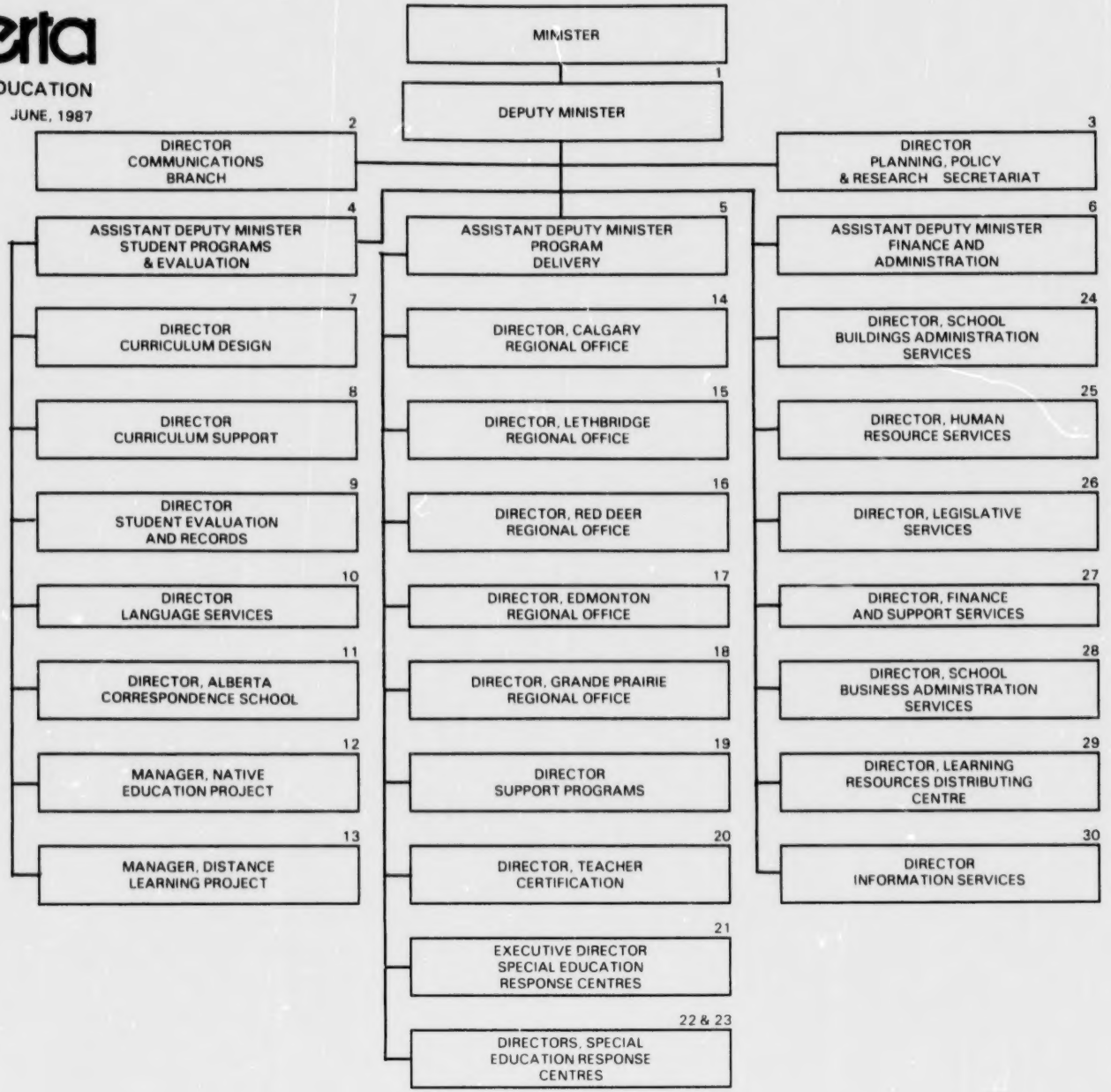
15 DIRECTOR, COMMUNICATIONS – Administers and coordinates the functions of the Communications Division including public relations, advertising and marketing programs and services, consulting and organization of ongoing media relations, arrangements for news briefings, interviews, speeches, news releases and responses to media inquiries; coordinates all department audio/visual requirements, production of publications, reports, brochures, directories and other print materials; provides communications assistance and consulting services to the Alberta Motion Picture Corporation, the Alberta Opportunity Company and the Alberta Commissioner General for Trade and Tourism.

16 EXECUTIVE DIRECTOR, ALBERTA AGENCY FOR INTERNATIONAL DEVELOPMENT – Responsible for providing financial and consultative assistance to Alberta's non-government organizations (NGOs) in support of their projects and programs to improve the social and economic conditions of people in the less developed countries.

Alberta

EDUCATION

JUNE, 1987



DEPARTMENT OF EDUCATION

FUNCTIONAL STATEMENTS JUNE 1987

1 DEPUTY MINISTER Acts as key adviser to the Minister and provides leadership and direction for all activities of the Department.

2 DIRECTOR, COMMUNICATIONS BRANCH Coordinates departmental public relations to inform the public about the policies, programs and services provided by Alberta Education; provides public relations consultation, editorial, graphic and print production services for senior management and the Department.

3 DIRECTOR, PLANNING, POLICY AND RESEARCH SECRETARIAT Develops departmental strategic plans; coordinates and undertakes policy development; evaluates programs; conducts research and studies; identifies, analyzes and assesses trends and issues and their potential impact on education and the Department; provides advice to assist in achieving departmental goals; provides leadership to school jurisdictions; and liaises with other agencies, related Government departments, and international agencies.

4 ASSISTANT DEPUTY MINISTER, STUDENT PROGRAMS AND EVALUATION Provides leadership and direction in the development of programs of study (curriculum standards), curriculum guides and learning resources, and their distribution to schools and other educational agencies; develops and administers student achievement tests, diploma examinations and student academic records; is responsible for the Alberta Correspondence School and special projects such as native education and distance education.

5 ASSISTANT DEPUTY MINISTER, PROGRAM DELIVERY Provides leadership and direction in the monitoring, evaluating, auditing and consulting functions of the regional offices, the services provided to schools and school jurisdictions by the Special Education Response Centres, including the Alberta School for the Deaf; the administration of teacher certification in Alberta, and the services provided through the school food services, community schools, extension and educational exchange programs.

6 ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION Provides leadership and direction in: the planning, administration, and management of financial and administration services; information services including the development and implementation of integrated electronic information processing systems; the development of the Department's human resources, legislative services, and school business administration services. Chairs the School Buildings Board.

7 DIRECTOR, CURRICULUM DESIGN Translates the goals of education and schooling into instructional programs for early childhood services to grade 12, including students with special needs; initiates changes to the program structure and translates these into programs of study which specify student competencies to be achieved; identifies appropriate basic resources to support curricular programs; supervises and coordinates the production of curriculum guides; and validates, as needed, alternative curricular programs.

8 DIRECTOR, CURRICULUM SUPPORT Supervises and coordinates the production of teaching support materials including material for early childhood services, grades 1 to 12, special education and guidance, and language programs; coordinates the preparation and implementation of Alberta Education's educational technology plans; coordinates Alberta Education's involvement with ACCESS; and oversees the work of the Clearinghouse.

9 DIRECTOR, STUDENT EVALUATION AND RECORDS Assesses levels of student achievement through the development, administration and scoring of achievement tests and provincial high school diploma examinations, and maintains student academic records.

10 DIRECTOR, LANGUAGE SERVICES Identifies the goals for the language programs for early childhood services to grade 12 and translates these into programs of study which specify the competencies to be achieved; supervises and coordinates the production of language curriculum guides ; and validates alternative language curricular programs.

11 DIRECTOR, ALBERTA CORRESPONDENCE SCHOOL Administers the operation of the School which offers correspondence courses in grades 1 to 12 that are based on the Alberta curriculum.

12 MANAGER, NATIVE EDUCATION PROJECT Initiates the development of programs and services that will improve the quality of education available to native students.

13 MANAGER, DISTANCE LEARNING PROJECT Investigates the feasibility of a decentralized approach to distance learning in small schools and develops specific plans for province wide implementation, including the development of course modules specifically designed for distance learning through technology.

14 to 18 DIRECTORS GRANDE PRAIRIE & RED DEER REGIONAL OFFICES OF EDUCATION Calgary, Edmonton, Lethbridge, Grande Prairie & Red Deer Monitor, evaluate and audit the performance of schools and school authorities in regard to departmental programs and services; provide information and advice on policies, programs and services, statutes, and regulations; and provide consultative services to jurisdictions as required.

19 DIRECTOR, SUPPORT PROGRAMS Provides direction and supervises the delivery of the school food services, community schools, and extension programs to school jurisdictions; and coordinates the educational exchange program.

20 DIRECTOR, TEACHER CERTIFICATION Issues teacher certificates; maintains files of professional standings and services; assesses credentials of out of province teachers seeking Alberta certification; and provides support for Council on Alberta Teaching Standards (COATS).

21 EXECUTIVE DIRECTOR, SPECIAL EDUCATION RESPONSE CENTRES Supervises the work of the Northern and Southern Alberta Special Education Response Centres; negotiates and monitors contracts with Grande Prairie Public, Edmonton Public and Calgary Public Schools regarding CASE, CAPE, and REACH; and coordinates special education research efforts involving school boards, post secondary institutions and Alberta Education.

22 to 23 DIRECTORS, NORTHERN AND SOUTHERN ALBERTA SPECIAL EDUCATION RESPONSE CENTRES Broker consultative services to school jurisdictions relative to special education students (including inservice education assistance) to enhance the quality of educational programs delivered by school jurisdictions; provide information regarding programs for special education students to teachers, parents and the general public; and provide preservice practica for special education teachers. Both centres retain their respective materials resource centres. The Director of the Northern Alberta Special Education Response Centre is also responsible for the provision of educational programs for students attending the Alberta School for the Deaf.

24 DIRECTOR, SCHOOL BUILDINGS ADMINISTRATION SERVICES - Administers programs relative to planning, building, operating and maintaining functional school buildings; develops a Provincial School Capital Plan; and provides advice and support services to the School Buildings Board and to school jurisdictions.

25 DIRECTOR, HUMAN RESOURCE SERVICES - Provides leadership and direction in human resource planning, including personnel services for the recruitment, selection, and evaluation of staff, and training and development required to assist in meeting departmental directions, goals, and objectives.

26 DIRECTOR, LEGISLATIVE SERVICES - Provides for the development of legislative policy, ministerial orders, Orders in Council, and contracts; and, through the Department of the Attorney General, provides and interprets legal advice for Alberta Education staff.

27 DIRECTOR, FINANCE AND SUPPORT SERVICES - Supervises, coordinates and monitors departmental budget planning and control, grants planning and administration, financial operations, internal control, and general support services.

28 DIRECTOR, SCHOOL BUSINESS ADMINISTRATION SERVICES - Provides leadership, coordinates and monitors the development and implementation of operational policies, regulations and procedures including the processing and monitoring of debentures; advises and assists school jurisdictions regarding business administration services; and monitors and evaluates the financial management of school jurisdictions.

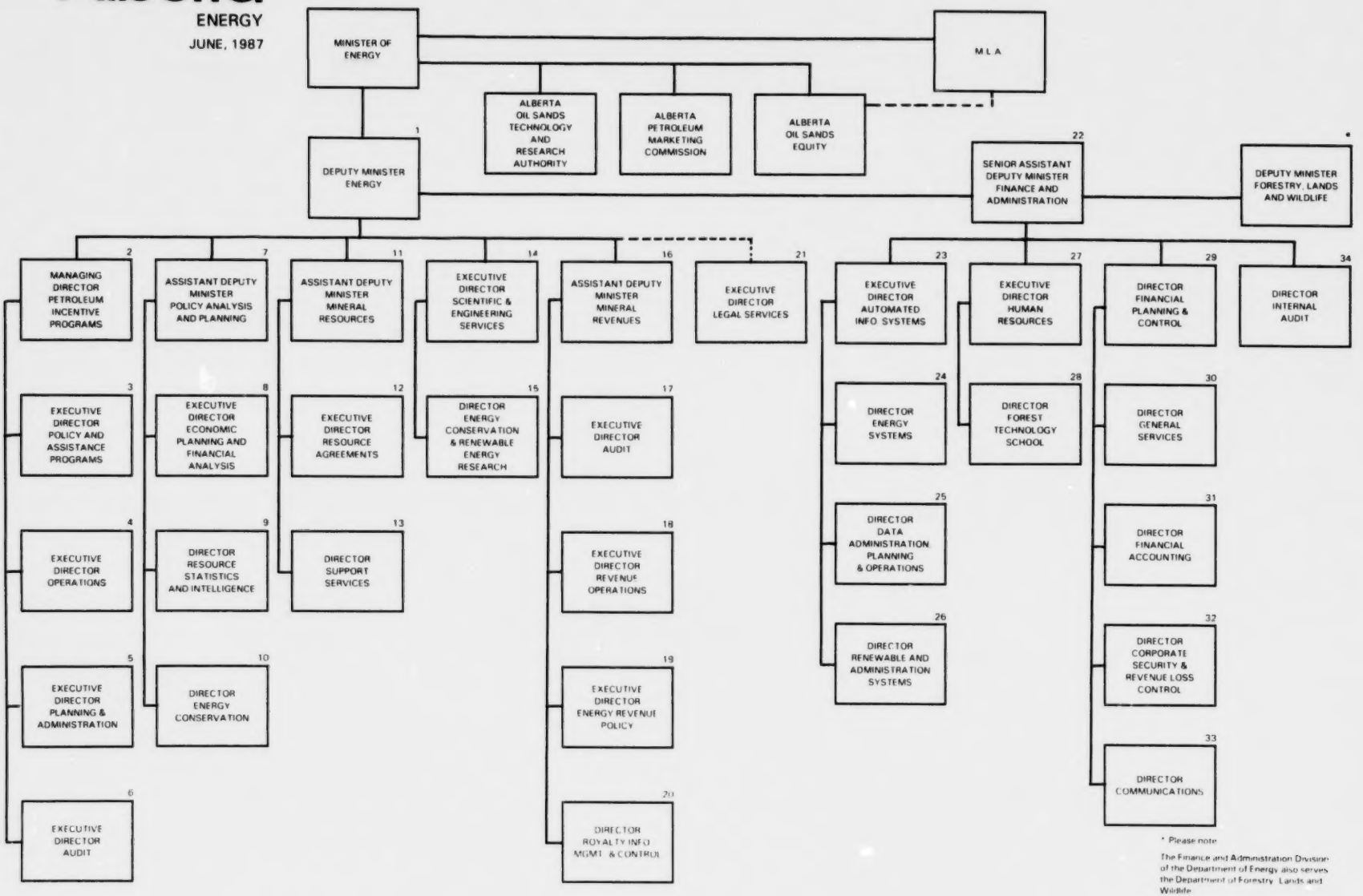
29 DIRECTOR, LEARNING RESOURCES DISTRIBUTING CENTRE - Responsible for purchasing, selling, and distributing of learning resources and other materials to educational organizations and other customers; distributes departmental publications and other materials to schools and school authorities; and operates and manages the NAIT, SAIT, and Alberta College of Arts bookstores.

30 DIRECTOR, INFORMATION SERVICES - Develops, plans, coordinates and maintains effective and efficient information systems for the Department including internal electronic data processing, library and central records services; and provides leadership and develops plans for integrating electronic information processing networks with school jurisdictions and other agencies, including universities and the private sector as appropriate.

Alberta

ENERGY

JUNE, 1987



* Please note

The Finance and Administration Division of the Department of Energy also serves the Department of Forestry, Lands and Wildlife

DEPARTMENT OF ENERGY

FUNCTIONAL STATEMENTS – JUNE, 1987

1 DEPUTY MINISTER, DEPARTMENT OF ENERGY – Responsible for the direction and control of the Department of Energy which includes sound management of Alberta's mineral resources.

2 MANAGING DIRECTOR, PETROLEUM INCENTIVES PROGRAMS – Responsible for the management of the division which provides a number of incentives to the oil and gas industry: Alberta Petroleum Incentives Program, Exploratory Drilling Assistance Program, Development Drilling Assistance Program, Geophysical Assistance Program and Well Servicing Assistance Program.

3 EXECUTIVE DIRECTOR, POLICY AND ASSISTANCE PROGRAMS – Responsible for the policy formulation, and interpretation and administration of various incentives legislations. Acts as an internal resource person for the division for policy, technical and legal issues. Also responsible for the operation of the assistance programs.

4 EXECUTIVE DIRECTOR, OPERATIONS – Responsible for the management of the operations function for the Alberta Petroleum Incentives Program (A.P.I.P.), which involves control, validation and assessment of the claims for incentives.

5 EXECUTIVE DIRECTOR, PLANNING AND ADMINISTRATION – Ensures the development and maintenance of a divisional management system, a program planning and measurements system, and financial management and accounting services. Manages the provision of the EDP systems, the general office services and the security services.

6 EXECUTIVE DIRECTOR, AUDIT – Responsible for formulating the audit policy, standards and procedures, and the planning, implementation and administration of the Audit Branch to conform with the working interest of the applicants. Ensures the validity of financial information contained in the petroleum incentive applications submitted by industry.

7 ASSISTANT DEPUTY MINISTER, POLICY ANALYSIS AND PLANNING – Advises senior department executives on matters of energy and natural resources management and planning, evaluates current policies and practices, and provides analysis and impact implications of various alterations to those policies and practices.

8 EXECUTIVE DIRECTOR, ECONOMIC PLANNING AND FINANCIAL ANALYSIS – Responsible for the provision of resource and financial information regarding specific resource projects, resource revenue policies, revenue forecasting, industry revenue, pricing and marketing of energy and natural resources,and the assessment of royalty and taxing regimes effect on Alberta's resource industries.

9 DIRECTOR, RESOURCE STATISTICS AND INTELLIGENCE – Provides senior managers in the Department with classified information and reports in the resource development and policy areas. Provides statistical support, in particular when statistical analysis is required for policy assessment.

10 DIRECTOR, ENERGY CONSERVATION – Responsible for information and demonstration programs, incentives and legislation as far as energy conservation and energy is concerned within the residential, industrial, commercial and transportation sectors of Alberta.

11 ASSISTANT DEPUTY MINISTER, MINERAL RESOURCES – Responsible for exercising ministerial discretion and formulating policy in all aspects of the Mines and Minerals Act relating to mineral resource disposition and administration in respect of oil, gas, oil sands, coal, metallic and industrial minerals sales and agreements, and geological, geophysical and drilling activities and incentives.

12 EXECUTIVE DIRECTOR, RESOURCE AGREEMENTS – Responsible for the sale, management and administration of Crown mineral agreements relating to agreements for oil and gas, oil sand, coal and metallic, industrial and placer minerals owned by the Crown.

13 DIRECTOR, SUPPORT SERVICES – Responsible for the provision of a wide range of services in support of the division's policies, objectives and goals. Services provided include budget preparation and expenditure control, revenue administrative control, inventory control and space planning, mapping and drafting services, computer operations, information services to the public and registration of encumbrances on mineral agreements.

14 EXECUTIVE DIRECTOR, SCIENTIFIC AND ENGINEERING SERVICES – Responsible for providing studies and analysis of the scientific, technical and engineering aspects of energy and natural resources management.

15 DIRECTOR, ENERGY CONSERVATION AND RENEWABLE ENERGY RESEARCH – Responsible for an extensive public awareness/education program for energy conservation activities and the overall assistance in the coordination of energy conservation and education roles of various utility companies and professional organizations.

16 ASSISTANT DEPUTY MINISTER, MINERAL REVENUES – Responsible for the calculation, collection and verification of Crown mineral revenues and supervision of the audit, petroleum royalty, natural gas, coal and other royalties, and mineral tax branches.

17 EXECUTIVE DIRECTOR, AUDIT – Responsible for directing two teams of auditors located in Calgary and Edmonton performing detailed, complex field audits of multinational oil and gas companies for the collection of royalties and the approval of cost claims for petroleum, gas and coal production and sales.

18 EXECUTIVE DIRECTOR, REVENUE OPERATIONS – Responsible for planning, directing and coordinating the operating activities necessary for the efficient and accurate calculation, verification, collection and reporting of mineral revenues. In addition, the analysing and reporting variances to revenue forecasts analysis and interpretation of existing and proposed policies, procedures and legislation.

19 EXECUTIVE DIRECTOR, ENERGY REVENUE POLICY – Responsible for managing program evaluation and planning activities, including monitoring the effect of mineral revenues and incentive programs on industry, advising of needed enhancements to legislation and improving communication with senior industry officials and the general public.

20 DIRECTOR, ROYALTY INFORMATION MANAGEMENT AND CONTROL – Responsible for managing the data support, data integrity and systems operations activities within the Mineral Revenues Division. This includes a large accounts receivable system.

21 EXECUTIVE DIRECTOR, LEGAL SERVICES – Acts as senior legal counsel for Energy and Forestry, Lands and Wildlife in drafting, examining and revising legal documents, interpreting statutes and providing legal opinions.

22 SENIOR ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION - Responsible for the overall direction and control of the Finance and Administration Division which serves the Departments of Energy and Forestry, Lands and Wildlife. This includes departmental financial management and control, mineral revenues, automated information systems planning and development, internal audit, human resources management, records management services and other administrative support services.

23 EXECUTIVE DIRECTOR, AUTOMATED INFORMATION SYSTEMS - Responsible for directing automated information system activities in the Departments of Energy and Forestry, Lands and Wildlife. These include strategic planning, development of policies and standards, systems development, operations and maintenance, data administration and security, office automation and telecommunications.

24 DIRECTOR, ENERGY SYSTEMS - Responsible for the automated information systems development and maintenance for the Department of Energy by directing the activities of professional staff and providing technical advice and assistance to senior officials.

25 DIRECTOR, DATA ADMINISTRATION, PLANNING AND OPERATIONS - Responsible for the development and maintenance of the automated data assets of the Departments of Energy and Forestry, Lands and Wildlife, for the operational and strategic systems planning for both departments and for coordination of systems operations with the Department of Public Works, Supply and Services.

26 DIRECTOR, RENEWABLE AND ADMINISTRATION SYSTEMS - Responsible for the automated information systems development and maintenance for the Department of Forestry, Lands and Wildlife and for the finance and administrative systems shared by this department and the Department of Energy, by directing the activities of professional staff and providing technical advice and assistance to senior officials.

27 EXECUTIVE DIRECTOR, HUMAN RESOURCES - Responsible for providing advice on human resource management matters in the Departments of Energy and Forestry, Lands and Wildlife in the areas of staffing, classification, employee relations, pay and compensation, organizational development, manpower planning, staff development and training, occupational health and safety, and for directing the operation of the Hinton Forest Technology School.

28 DIRECTOR, FOREST TECHNOLOGY SCHOOL - Responsible for the management of the Forest Technology School located at Hinton, Alberta which includes operation of the institute, formulation, implementation of institutional policy and procedures, program development and implementation, budgetary planning and control, personnel administration, acquisition and maintenance of capital resources, publicity and public relations, and the provision of various student services.

29 DIRECTOR, FINANCIAL PLANNING AND CONTROL - Responsible for establishing and managing financial planning and control functions, developing and directing a financial information management group, providing functional support to operating divisions and coordinating financial systems development activities in the Departments of Energy and Forestry, Lands and Wildlife.

30 DIRECTOR, GENERAL SERVICES - Responsible for managing several key administrative services for the Departments of Energy and Forestry, Lands and Wildlife; a comprehensive land registry and managerial information system, and a records management system which facilitates the administration of crown lands, land assembly and property management services, resource library services and general office services.

31 DIRECTOR, FINANCIAL ACCOUNTING - Responsible for maintaining an effective integrated accounting function for the Departments of Energy and Forestry, Lands and Wildlife through control over outstanding commitments and liabilities, expedient payment of creditors, accurate recording and reporting of all departmental assets, liabilities, revenues and expenses and collection of outstanding receivables.

32 DIRECTOR, CORPORATE SECURITY AND REVENUE LOSS CONTROL - Responsible for the development and maintenance of all corporate security systems within the Departments of Energy and Forestry, Lands and Wildlife and for the analysis and investigation of revenue loss through theft or fraudulent reporting of mineral production in Alberta.

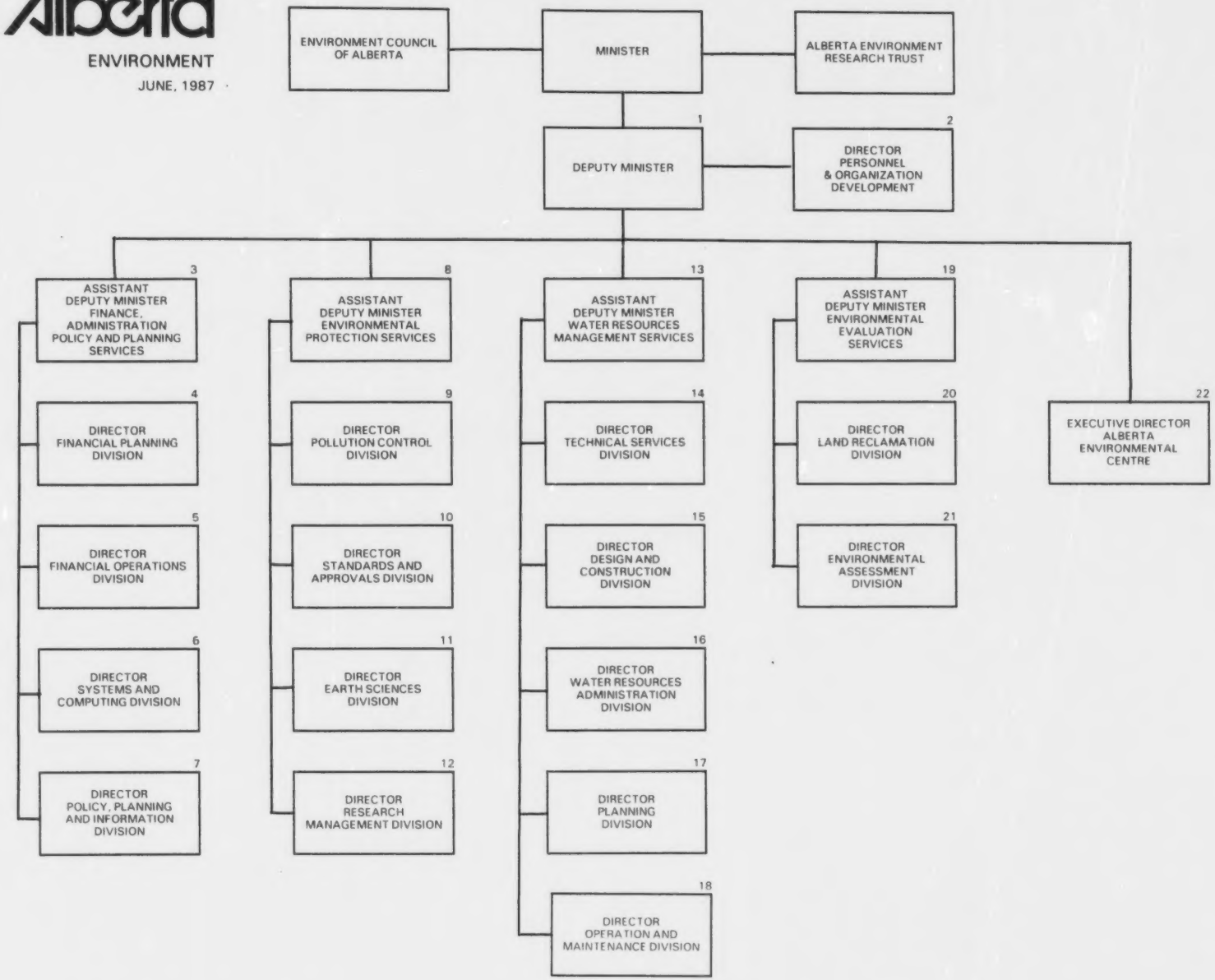
33 DIRECTOR, COMMUNICATIONS - Representing the Public Affairs Bureau, is responsible for the Department of Energy's public relations activities.

34 DIRECTOR, INTERNAL AUDIT - Responsible for administering the Internal Audit Branch which will ensure: the integrity of financial and other information; controls over public property, revenues and expenditures; compliance with departmental objectives, policies, procedures, regulations, and that a continual independent appraisal is provided to departmental management regarding the economy, efficiency and effectiveness of their activities.

Alberta

ENVIRONMENT

JUNE, 1987



DEPARTMENT OF THE ENVIRONMENT

FUNCTIONAL STATEMENTS – JUNE, 1987

1 DEPUTY MINISTER – Acts as chief executive officer of the Department, is responsible for the management, coordination and control of all departmental functions, and provides advice to the Minister on policies and programs.

2 DIRECTOR, PERSONNEL AND ORGANIZATION DEVELOPMENT – Responsible to the Deputy Minister for providing comprehensive human resource management and payroll services so that the Department may effectively serve the public, and for providing occupational health and safety, advisory and development services required for a safety conscious and competent work force.

3 ASSISTANT DEPUTY MINISTER, FINANCE, ADMINISTRATION, POLICY AND PLANNING SERVICES – Responsible for advising the Deputy Minister on all financial requirements of the Department, developing a financial system to ensure proper allocation of funds in accordance with departmental and central agencies' policies and procedures, and for providing common support services through Financial Planning Division, Financial Operations Division, Systems and Computing Division as well as Policy, Planning and Information Division.

4 DIRECTOR, FINANCIAL PLANNING DIVISION – Responsible for budgets and forecasts under both General Revenue and A.H.S.T.F., Public Works capital budgeting, accommodation budgeting, space inventory, records management, and office support services.

5 DIRECTOR, FINANCIAL OPERATIONS DIVISION – Responsible for the management of departmental accounting and financial systems and procedures, including expenditure and revenue accounting, contract administration, fixed asset control, financial advisory and internal systems review services.

6 DIRECTOR, SYSTEMS AND COMPUTING DIVISION – Responsible for coordination, management, planning, development and operations of computer based systems for departmental programs. Responsible for coordination of computer system planning and development with other governmental agencies as well as development and implementation of departmental computer system policies and standards.

7 DIRECTOR, POLICY, PLANNING AND INFORMATION DIVISION – Responsible for policy development, planning, information services as well as legislative planning, communications and public relations services for departmental programs; responds to public requests for information, and designs and administers environmental education programs.

8 ASSISTANT DEPUTY MINISTER, ENVIRONMENTAL PROTECTION SERVICES – Responsible for the implementation, coordination, management and control of approved policies and programs in protecting air, water and soil from contamination, licencing, monitoring and enforcement of pollution control, regional waste management programs, and environmental research management.

9 DIRECTOR, POLLUTION CONTROL DIVISION – Responsible for pollution control programs, monitoring of plants and ambient conditions and the enforcement of regulations under the Department of the Environment Act, Clean Air Act, Clean Water Act, Agricultural Chemicals Act, Hazardous Chemicals Act, Beverage Container Act and the Litter Act, and is also responsible for Air Quality Control, Water Quality Control, Municipal Engineering, Pesticide Chemicals and Waste Management branches.

10 DIRECTOR, STANDARDS AND APPROVALS DIVISION – Responsible for the review of all industrial and municipal applications for permits to construct and licences to operate new and/or existing facilities related to the Clean Air and Clean Water Acts and corresponding regulations, for issuing environmental permits and licences and for developing emission and effluent performance standards regarding pollution matters as they affect air and water quality.

11 DIRECTOR, EARTH SCIENCES DIVISION – Responsible for providing technical support to soil and groundwater protection, for developing and assessing waste application-to-land technology and for groundwater development.

12 DIRECTOR, RESEARCH MANAGEMENT DIVISION – Responsible for identifying environmental research needs, coordinating departmental research programs and managing funded environmental research projects.

13 ASSISTANT DEPUTY MINISTER, WATER RESOURCES MANAGEMENT SERVICES – Responsible for the implementation, coordination, management and control of approved water resources policies and programs.

14 DIRECTOR, TECHNICAL SERVICES DIVISION – Responsible for providing hydrological and river engineering analyses, dealing with river ice problems, flow forecasting and land and water surveys.

15 DIRECTOR, DESIGN AND CONSTRUCTION DIVISION – Responsible for hydraulic, structural and geotechnical designs, construction supervision and contract administration of water resource development projects. Also responsible for administration of the Irrigation Headworks and Main Irrigation Systems Improvement Program. Provides department-wide drafting and land access agreement services.

16 DIRECTOR, WATER RESOURCES ADMINISTRATION DIVISION – Responsible for the administration and enforcement of the Water Resources Act and Regulations, Dam and Canal Safety Regulations, Provincial Water Power Regulations, the Drainage Districts Act and the Alberta Water Management and Erosion Control Program.

17 DIRECTOR, PLANNING DIVISION – Responsible for river basin planning, planning input to regional projects, environmental, social and economic evaluation of water resource management projects, and evaluation of water resource policies and programs.

18 DIRECTOR, OPERATION AND MAINTENANCE DIVISION – Responsible for the operation and maintenance of water resources projects, the water resources revolving fund, site development program, emergency water supply program and irrigation headworks systems.

19 ASSISTANT DEPUTY MINISTER, ENVIRONMENTAL EVALUATION SERVICES – Responsible for the implementation, coordination, management and control of approved land-related policies and environmental evaluation procedures.

20 DIRECTOR, LAND RECLAMATION DIVISION – Responsible for the administration of the Land Surface Conservation and Reclamation Act pertaining to regulated surface operations, the Land Conservation and Reclamation Council, land surface reclamation and referral systems.

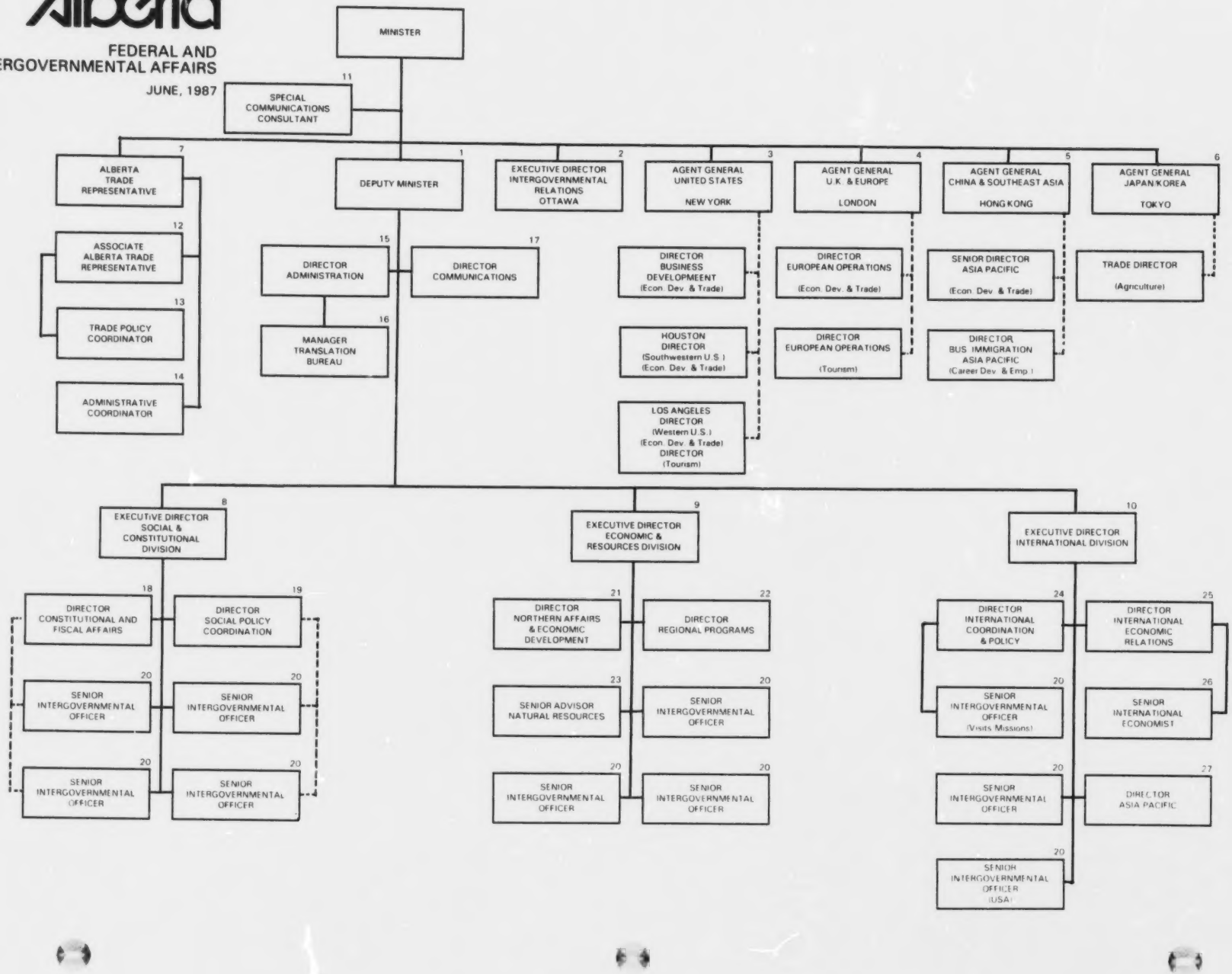
21 DIRECTOR, ENVIRONMENTAL ASSESSMENT DIVISION – Responsible for the administration of Restricted Development Areas pursuant to the Department of the Environment Act and administration of departmental legislation pertaining to coordination including community affairs services, the Remote Sensing Centre and environmental impact assessment review.

22 EXECUTIVE DIRECTOR, ALBERTA ENVIRONMENTAL CENTRE – Responsible for planning, equipping, staffing and operating field and laboratory facilities, developing, reviewing and delivering interdepartmental programs, coordinating operations, and advising Government departments on needs in scientific and technical areas.

Alberta

FEDERAL AND INTERGOVERNMENTAL AFFAIRS

JUNE, 1987



DEPARTMENT OF FEDERAL AND INTERGOVERNMENTAL AFFAIRS

FUNCTIONAL STATEMENTS JUNE, 1987

1 DEPUTY MINISTER Administers all departmental functions, coordinates all intergovernmental activities, and is responsible for the out-of-province Alberta Government offices.

2 EXECUTIVE DIRECTOR, INTERGOVERNMENTAL RELATIONS (Ottawa) Provides Alberta departments with information on current developments and activities in Ottawa which relate to Alberta policies and programs, represents the Alberta Government in Ottawa on request, and coordinates and facilitates the conduct of Alberta Government business in Ottawa

3 AGENT GENERAL, UNITED STATES (New York) Coordinates the activities of the Alberta Government in the United States, especially in the areas of investment, energy, and trade, and identifies United States Government policies affecting Alberta's energy, trade and economic relations; provides Alberta departments with information on current developments, activities, and opportunities in the United States; represents Alberta in business and government sectors.

4 AGENT GENERAL, U.K. AND EUROPE (London) Coordinates activities of the Alberta Government in the United Kingdom and Europe, especially in the areas of trade, investment, tourism, education and culture. Represents Alberta in business and government sectors, and on state occasions. Provides Alberta departments with information on current developments and activities in the United Kingdom and Europe, and identifies opportunities for Alberta business.

5 AGENT GENERAL, CHINA/HONG KONG/SOUTHEAST ASIA/AUSTRALIA/NEW ZEALAND (Hong Kong) Coordinates activities of the Alberta Government in China, Hong Kong, Southeast Asia, Australia, and New Zealand, especially in areas of agriculture, energy, trade, investment, and entrepreneurial immigration; represents Alberta in business and government sectors, and provides Alberta departments with information on current developments and activities in these countries, and identifies opportunities for Alberta businesses; maintains contact with Alberta's sister province of Heilongjiang (China).

6 AGENT GENERAL, JAPAN/KOREA (Tokyo) Coordinates activities of the Alberta Government in Japan and Korea, especially in areas of trade, investment, energy, agriculture, culture and tourism, and identifies opportunities for Alberta businesses. Responsible for liaison with the sister provinces of Hokkaido (Japan) and Kangwon (Korea); provides Alberta departments with information on current developments, activities, and opportunities in Japan and Korea, and represents Alberta in business and government sectors.

7 ALBERTA TRADE REPRESENTATIVE Responsible to the Cabinet International Trade Negotiations Task Force, ensures that the province's interests, objectives and priorities are fully taken into account during bilateral and multilateral negotiation of trade agreements; maintains close contact with federal and other provincial counterparts.

8 EXECUTIVE DIRECTOR, SOCIAL AND CONSTITUTIONAL DIVISION Manages and develops policy recommendations on constitutional reform, aboriginal constitutional matters, general federal-provincial and interprovincial issues, institutions of federalism, intergovernmental consultative mechanisms, and special projects which relate to operation of the federal system; coordinates, investigates and makes recommendations on federal-provincial fiscal relations and intergovernmental aspects of the health and medical care, hospitals, social services, education, advanced education, manpower, immigration, justice, corrections, native affairs, housing, culture and multiculturalism, recreation, human rights, labour, municipal affairs, and Banff Jasper townsite issues.

9 EXECUTIVE DIRECTOR, ECONOMIC AND RESOURCES DIVISION Coordinates, investigates and makes recommendations on the intergovernmental aspects of energy resources, industrial development, small business, agriculture, tourism, transportation, forestry, science and technology, minerals, utilities, environment, national parks, telecommunications, consumer and corporate affairs, financial institutions, public works, public safety services, and lands and wildlife. Manages the Canada-Alberta Economic and Regional Development Agreement and manages the government's interest in regard to national defence operations within Alberta. As well, maintains the province's liaison with the governments of the Northwest Territories and Yukon.

10 EXECUTIVE DIRECTOR, INTERNATIONAL DIVISION Coordinates, monitors and makes recommendations on intergovernmental aspects of Alberta's international activities, especially Canada/U.S. relations and international economic relations; coordinates Alberta's foreign offices, international visits to Alberta, and special relationships with sister provinces in China, Korea, and Japan.

11 SPECIAL COMMUNICATIONS CONSULTANT TO THE MINISTER Responsible for public relations counsel and media liaison for Office of the Minister Attorney General on complex, high-profile issues, statements speeches for Minister Attorney General and all public affairs counsel to the Office of the Alberta Trade Representative; coordinates special projects as identified by the Minister Attorney General

12 ASSOCIATE ALBERTA TRADE REPRESENTATIVE, OFFICE OF THE ALBERTA TRADE REPRESENTATIVE Assists the Alberta Trade Representative in representing the province's interests at federal/provincial meetings relating to bilateral and multilateral trade negotiations; responsible for the Interdepartmental Trade Policy Committee, and ensures specific interests are reflected in the coordination and development of negotiations strategies.

13 TRADE POLICY COORDINATOR, OFFICE OF THE ALBERTA TRADE REPRESENTATIVE Responsible for the development and coordination of Alberta's trade negotiations positions, based on private sector consultations and various departmental priorities; develops position papers.

14 ADMINISTRATIVE COORDINATOR, OFFICE OF THE ALBERTA TRADE REPRESENTATIVE Works closely with the Alberta Trade Representative, particularly in relation to the private sector; responsible for administration of operations of the Calgary office and for information gathering efforts.

15 DIRECTOR, ADMINISTRATION Responsible for the provision and coordination of general administrative and financial support services including personnel, finance, library, records management and the Translation Bureau. Functional responsibility for the coordination of support services for representatives of other Government departments in out-of-province offices.

16 MANAGER, TRANSLATION BUREAU Provides services and assistance to Government of Alberta departments requiring translation of materials or interpretation from or into

other languages; selects, trains and monitors free lance translators and interpreters to undertake translation projects (in cooperation with the federal government's translation bureau, as necessary).

17 DIRECTOR, COMMUNICATIONS – Responsible for directing public relations, media relations, advertising, and information services; coordinates editorial, audio-visual, display and print/graphic requirements of the Department; organizes special activities as identified by the Deputy Minister.

18 DIRECTOR, CONSTITUTIONAL AND FISCAL AFFAIRS – Responsible for maintaining an ongoing perspective and general knowledge of developments in constitutional matters and fiscal federalism and provides recommendations in these areas; oversees and coordinates projects relating to constitutional and fiscal matters as well as analyses of political situations in other provinces and at federal level; monitors and develops recommendations on the intergovernmental aspects of the status of women; supervises research work in this area.

19 DIRECTOR, SOCIAL POLICY COORDINATION – Responsible for maintaining an ongoing perspective and general knowledge of developments in social policy area. Oversees and coordinates social policy projects as required and the development of recommendations in aboriginal constitutional matters. Other specific responsibilities include monitoring and developing recommendations on intergovernmental aspects of native issues and municipal affairs; supervises research work in this area.

20 SENIOR INTERGOVERNMENTAL OFFICERS – Represent Alberta at intergovernmental meetings; negotiate and assess intergovernmental agreements; monitor developments in Ottawa, other provinces and countries; maintain liaison with other Alberta departments; chair interdepartmental coordinating committees; and initiate and supervise research of junior staff in assigned areas.

21 DIRECTOR, NORTHERN AFFAIRS AND ECONOMIC DEVELOPMENT – Coordinates intergovernmental policy and activities on economic and regional development issues and maintains ongoing liaison with the Federal Economic Development Coordinator's Office in Alberta; provides overall management and coordination of the ERDA process for the Alberta Government; coordinates provincial response to external government interests in major resource projects; responsible for coordinating and furthering Alberta activities with the Governments of Yukon and the Northwest Territories in order to enhance and strengthen Alberta's position as "Gateway to the North".

22 DIRECTOR, REGIONAL PROGRAMS – Responsible for intergovernmental policies and activities related to the effective implementation of subsidiary agreements under the ten-year Economic and Regional Development Agreement; acts as the Department's ex officio member of the ERDA subsidiary agreements management committees and is responsible for effective coordination of existing programs within Alberta and between governments; responsible for the intergovernmental dimensions of special projects; coordinates intergovernmental policy in the areas of renewable resources, tourism, parks and northern development.

23 SENIOR ADVISOR, NATURAL RESOURCES – Responsible for developing policy and strategy recommendations and advising on intergovernmental matters as they relate to non-renewable resources and energy.

24 DIRECTOR, INTERNATIONAL COORDINATION AND POLICY – Supervises the senior intergovernmental officer responsible for visits and missions. Responsible for foreign office policy issues; monitors Canadian foreign policy and east/west issues; coordinates international cultural, educational and aid policies and activities; monitors Alberta's interests and developments in Latin America.

25 DIRECTOR, INTERNATIONAL ECONOMIC RELATIONS – Analyzes and interprets international and federal government policies and activities in the area of international economic relations, focusing on bilateral Canada/U.S. and multilateral trade issues and economic policies, foreign investment, and international energy relations.

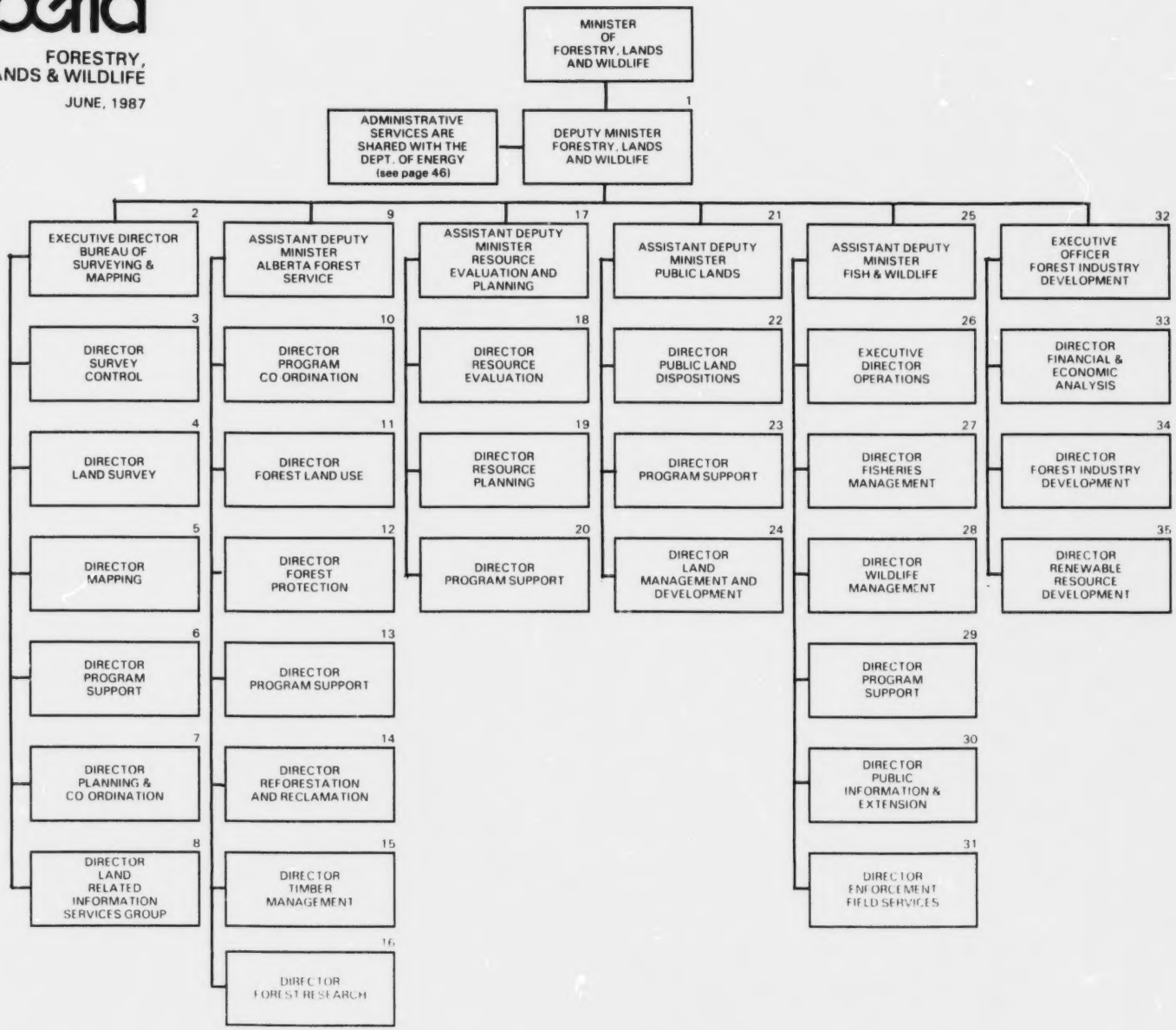
26 SENIOR INTERNATIONAL ECONOMIST – Monitors, analyzes and makes recommendations on international and federal government policies and activities in trade and energy. Monitors Canada's policy, Alberta's interests and developments in the USSR.

27 DIRECTORS, ASIA-PACIFIC – Develops and coordinates Alberta's three special relationships (Hokkaido, Heilongjiang, Kangwon); monitors, analyses and makes recommendations on international developments and Alberta activities and strategies in the Asia Pacific region; liaises with Alberta's offices in Hong Kong and Tokyo, advises on international legal matters; and monitors Alberta's involvement in international agreements.

Alberta

FORESTRY, LANDS & WILDLIFE

JUNE, 1987



1 DEPUTY MINISTER Responsible for the direction and control of the Department of Forestry, Lands and Wildlife which includes evaluation, planning and administration of Alberta's public lands, forestry, fish and wildlife resources, and surveys and mapping.

2 EXECUTIVE DIRECTOR, BUREAU OF SURVEYING AND MAPPING Responsible for overall coordination of government surveying and mapping activities, for the development and maintenance of standards and for the distribution of maps and aerial photographs.

3 DIRECTOR, SURVEY CONTROL Responsible for planning and providing a survey control framework for the province,comprised of monumented and photogrammetric control points suitable for use by government departments and the private sector in the integration of position dependent land related information.

4 DIRECTOR, LAND SURVEY Responsible for the maintenance and preservation of the existing land survey system and for the establishment of a data base comprised of the coordinates of the governing monuments and points of it.

5 DIRECTOR, MAPPING Responsible for planning and providing a standardized mapping system for the province suitable as the basis for the display of position dependent land related information.

6 DIRECTOR, PROGRAM SUPPORT Responsible for map and aerial photo distribution and for the provision of divisional technical and administrative support services.

7 DIRECTOR, PLANNING AND COORDINATION Responsible for the long range planning and coordination of divisional system development.

8 DIRECTOR, LAND RELATED INFORMATION SERVICES GROUP Responsible for planning and supporting on-going coordination of the Provincial Land Information Systems,with particular emphasis on meeting the requirements of the private sector as well as municipal governments, provincial departments and agencies.

9 ASSISTANT DEPUTY MINISTER, ALBERTA FOREST SERVICE Formulates and coordinates policies, programs and legislation for the Alberta Forest Service and administers the Forest Resources Management program.

10 DIRECTOR, PROGRAM COORDINATION Responsible for the coordination of program development and implementation for the Division's branches in order to effectively manage Alberta's forest resources.

11 DIRECTOR, FOREST LAND USE Responsible for administering the Forest Land Use Branch which manages Alberta's public forests lands for watershed, grazing and recreational benefits and for the prevention of damage to public forest lands.

12 DIRECTOR, FOREST PROTECTION Responsible for administering the Forest Protection Branch which protects Alberta's forest from damage and destruction by fire, insects or diseases, provision of meteorological and emergency communication, and survival services as a natural adjunct to the protection services.

13 DIRECTOR, PROGRAM SUPPORT Responsible for administering the Program Support Branch which provides administrative support and staffing services for the field organization and administrative services to the various branches of the Forest Service in areas such as budgeting, purchasing and accounts, records management, warehousing, safety, building construction, vehicle and equipment coordination and for the Junior Forest Warden and Junior Forest Ranger programs.

14 DIRECTOR, REFORESTATION AND RECLAMATION Responsible for administering the Reforestation and Reclamation Branch which provides guidance to the forest products industry in reforestation programs, maintains and improves tree stands through the tree improvement and genetics programs and reclaims disturbed forest lands for timber production and for recreational, grazing, water shed and wildlife benefits.

15 DIRECTOR, TIMBER MANAGEMENT Responsible for administering the Timber Management Branch which manages Alberta's timber resources to obtain increased and perpetually continuing timber harvest while maintaining a forest environment of high quality.

16 DIRECTOR, FOREST RESEARCH Conducts problem oriented research into field of improved forest land management; transfers research results into practice; provides up to date review of relevant research carried out by other agencies; assists in the development of field manuals and in service training courses for the benefit of industrial and government forest managers.

17 ASSISTANT DEPUTY MINISTER, RESOURCE EVALUATION AND PLANNING Responsible for all aerial photography, mapping, resource inventory and appraisal and integrated resource policy and planning services provided to the Department; also provides interdepartmental coordination services and public involvement services related to integrated resource planning and management.

18 DIRECTOR, RESOURCE EVALUATION Provides professional and technical services relating to aerial photography, mapping, field survey data, map and air photo supplies, inventory and appraisal of data related to surface and sub-surface resources along with preparation and maintenance of an overall natural resource information system.

19 DIRECTOR, RESOURCE PLANNING Coordinates integrated resource policy and planning for land and resource managers within Forestry, Lands and Wildlife to facilitate the optimum use of Alberta's public lands and resources.

20 DIRECTOR, PROGRAM SUPPORT Provides for the operation of the office of the Assistant Deputy Minister, and for administrative support to the Resource Evaluation and Planning Division, and Regional Coordination Services

21 ASSISTANT DEPUTY MINISTER, PUBLIC LANDS Responsible for the administration of public lands under the Public Lands Act and the management of public lands which are not dedicated for permanent forest.

22 DIRECTOR, PUBLIC LAND DISPOSITIONS Responsible for the issuing and administration of all industrial, commercial, recreational, residential, farmland and grazing dispositions on public lands in Alberta which are under the purview of the Public Lands Act.

23 DIRECTOR, PROGRAM SUPPORT Responsible for field services, legal documentation, surface rights plotting and all administrative support provided to the Lands Division.

24 DIRECTOR, LAND MANAGEMENT AND DEVELOPMENT - Responsible for the grazing reserve operation and development program, range improvement programs, and for the establishment of land use conditions regarding dispositions on public land under the purview of the Public Lands Act.

25 ASSISTANT DEPUTY MINISTER, FISH AND WILDLIFE - Directs the program of fish and wildlife resource management and coordinates internally and with other departments and agencies and the public to optimize populations and distribution for the benefit of the people of Alberta.

26 EXECUTIVE DIRECTOR, OPERATIONS - Responsible for the development, direction and management of all activities with fisheries and wildlife operational programs. This includes the coordination, integration and management of both human and financial resources for the five regions within the Fish and Wildlife Division.

27 DIRECTOR, FISHERIES MANAGEMENT - Responsible for administration, inventory, research and determination of acceptable harvest levels and quotas of wildlife resources, the condition and productivity of fish habitat, the control of disease and coordination and management of interprovincial and inter-governmental fisheries.

28 DIRECTOR, WILDLIFE MANAGEMENT - Responsible for the administration, inventory, research and determination of acceptable harvest levels and quotas of wildlife resources, the condition, productivity and wildlife habitat, the control of wildlife disease and the coordination of intergovernmental migratory bird resources.

29 DIRECTOR, PROGRAM SUPPORT - Responsible for conservation and education programs, supervision, organization and coordination of division personnel generally, as well as expenditures, equipment inventories, warehouse and supplies, communications, office services and clerical support.

30 DIRECTOR, PUBLIC INFORMATION AND EXTENSION - Responsible for the development and implementation of a province-wide information and education program (including conservation programs) supportive of the Fish and Wildlife Policy and Goals for Alberta.

31 DIRECTOR, ENFORCEMENT-FIELD SERVICES - Responsible for the development and formulation of policy, goals and objectives, provincial programs and standards for the Enforcement-Field Services component of the Fish and Wildlife Division.

32 EXECUTIVE OFFICER, FOREST INDUSTRY DEVELOPMENT - Responsible for the development and implementation of programs designed to promote the development of the province's renewable resources; provides assistance to the private sector in terms of financial and economic feasibility studies, financial arrangements and identification of development proposals.

33 DIRECTOR, FINANCIAL AND ECONOMIC ANALYSIS - Responsible for drafting financial terms and conditions of government/industry agreements, economic analysis and feasibility studies for government and industry, and extensive liaison with key officials in other government departments.

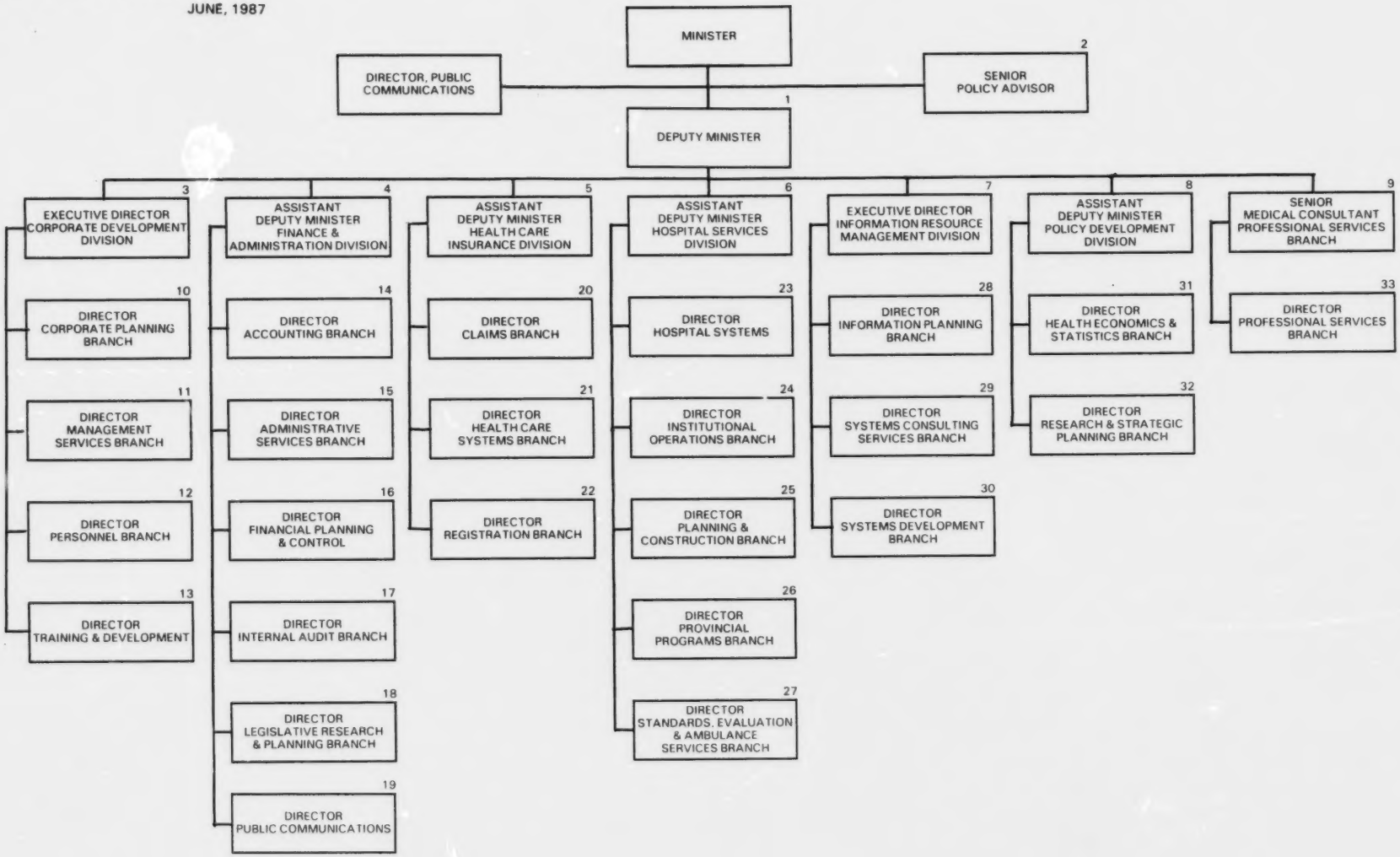
34 DIRECTOR, FOREST INDUSTRY DEVELOPMENT - Responsible for negotiating financial agreements with the private sector, assisting the development of new technology, and liaison with industry and other government departments regarding broader government issues and programs.

35 DIRECTOR, RENEWABLE RESOURCE DEVELOPMENT - Responsible for developing programs and policies designed to identify and encourage investment opportunities for the private sector specifically related to the utilization of renewable resources on Alberta's public lands. The Director coordinates investment activity with other government departments and ensures that proposals developed conform to governmental standards and objectives.

Alberta

HOSPITALS & MEDICAL CARE

JUNE, 1987



DEPARTMENT OF HOSPITALS & MEDICAL CARE

FUNCTIONAL STATEMENTS – JUNE, 1987

1 DEPUTY MINISTER – Responsible for the overall management of the department, including the administration and delivery of the province's hospital services and health care insurance programs; also, for the formulation of long-term health care delivery objectives, policies and plans for recommendation to the Minister of Hospitals and Medical Care.

2 SENIOR POLICY ADVISOR – Responsible for advising the Minister on a wide variety of health care issues, programs and services in the province and developing long-range policies and plans to meet the health care needs of Albertans.

3 EXECUTIVE DIRECTOR, CORPORATE DEVELOPMENT DIVISION – Responsible for providing leadership in the development of an appropriate management system and corporate culture through corporate planning, provision of various management services (including development of effective management, operational and administrative polices, structures, processes, standards, methods and procedures) and the management and development of departmental human resources.

4 ASSISTANT DEPUTY MINISTER, FINANCE & ADMINISTRATION DIVISION – Areas of responsibility cover: sound financial planning; management control and evaluation of the department's operational and capital budgets; provision of accounting and administrative support services; maintenance of an internal audit program; and provision of internal and external communication services.

5 ASSISTANT DEPUTY MINISTER, HEALTH CARE INSURANCE DIVISION – Areas of responsibility cover: registration of residents with the Alberta Health Care Insurance Plan, premium collection and payment of claims; provision of systems and data-processing support for the total department.

6 ASSISTANT DEPUTY MINISTER, HOSPITAL SERVICES DIVISION – Areas of responsibility cover: management of government funding for planning, constructing and operating provincial active treatment, mental health and auxiliary hospitals, nursing homes, the emergency services program, and management information development.

7 EXECUTIVE DIRECTOR, INFORMATION RESOURCE MANAGEMENT DIVISION – Areas of responsibility cover: the implementation of computer technology and the administration of automated data assets in the Department of Hospitals and Medical Care. The division will provide technical innovation in the areas of integrated data bases, computer graphics, telecommunications for data distribution, and system development and maintenance to support government program delivery and to allow adequate planning in the health care field.

8 ASSISTANT DEPUTY MINISTER, POLICY DEVELOPMENT DIVISION – Areas of responsibility cover: management and co-ordination of research activities, production of statistical reports, and formulation of long-term departmental planning and policy options.

9 SENIOR MEDICAL CONSULTANT, PROFESSIONAL SERVICES BRANCH – Areas of responsibility cover: administration of professional services, departmental liaison with individual health care practitioners and their professional associations, and funding of graduate medical education and of sessional payments for health care professionals; serves as chairman of the Emergency Financial Assistance Committee and as professional advisor on all aspects of health care.

10 DIRECTOR, CORPORATE PLANNING BRANCH – Responsible for the development and implementation of short and longer term planning processes, development and integration of plans, monitoring and evaluation of progress relative to plans, development of corporate strategies, and the provision of secretariat services to senior committees.

11 DIRECTOR, MANAGEMENT SERVICES BRANCH – Responsible for the provision of consulting and evaluative services regarding the management of the corporation including management processes, practices and procedures reviews, organization structure reviews, management and operation reviews, and productivity studies

12 DIRECTOR, PERSONNEL BRANCH – Responsible for personnel programs of man power planning, salary and benefits administration, job classification, recruitment and selection, staff relations and employee counselling.

13 DIRECTOR, TRAINING AND DEVELOPMENT – Responsible for the development and administration of corporate training plans, management, professional technical and skills based training, employee recognition programs, career counselling and planning, and employee development activities.

14 DIRECTOR, ACCOUNTING BRANCH – Responsible for controllership in the processing of payments and receipts, establishing and maintaining accounting records and procedures, collecting and refunding health care insurance premiums

15 DIRECTOR, ADMINISTRATIVE SERVICES BRANCH – Responsible for departmental facility management, records management, departmental library, purchasing, risk management, security services, mail distribution, printing and photocopying services and all administrative support services within the department.

16 DIRECTOR, FINANCIAL PLANNING AND CONTROL – Responsible for co-ordinating the development of the department's operating, capital and Alberta Heritage Savings Trust Fund budgets; for monitoring and controlling departmental expenditures and flow of capital project funds; for financial analysis and recommendations in the area of non eligible hospital inpatient charges, and owner's equity interest. Also responsible for financial planning and developing financial reporting standards and procedures.

17 DIRECTOR, INTERNAL AUDIT BRANCH – Responsible for providing financial and operational audit services, including the planning, design, development and direction of effective audit programs.

18 DIRECTOR, LEGISLATIVE RESEARCH AND PLANNING BRANCH – Responsible for legislative and regulatory changes, for preparing Orders in-Council, Ministerial Orders and agreements, including nursing home contracts; for preparing for board reviews of hospital and nursing home district boundary changes and interpreting all legislative and legal matters; and also for administering third party liability claims and local requisitions, hospital district organization and boundaries.

19 DIRECTOR, PUBLIC COMMUNICATIONS – Responsible for providing external and internal public relations and information services.

20 DIRECTOR, CLAIMS BRANCH – Responsible for assessment and payment of claims for basic health services both within and outside Alberta, benefits under the Extended

Health Benefits Program, insured inpatient hospital services provided outside the province, and Workers' Compensation Board claims.

21 DIRECTOR, HEALTH CARE SYSTEMS BRANCH – Responsible for systems support for the Health Care Insurance Plan and administrative systems which includes: planning for data processing services and office automation, development and ongoing support for computer and administrative systems, data processing operations, micrographic services and operation of an information request center.

22 DIRECTOR, REGISTRATION BRANCH – Responsible for registration of all residents, updating of registration information, enrolment for Alberta Blue Cross Non-Group membership, premium billing, premium assistance programs and public information enquiries.

23 DIRECTOR, HOSPITAL SYSTEMS – Responsible for designing, developing and maintaining management information systems as related to institutions, including organizing a centralized reporting plan, approving and developing hospital EDP (computer) systems, and maintaining hospital reporting and statistical systems; also, for co-ordinating the exchange of interprovincial information.

24 DIRECTOR, INSTITUTIONAL OPERATIONS BRANCH – Responsible for managing the financial resources available to active treatment and auxiliary hospitals in the province, monitoring their resource control performance, and developing and ensuring acceptable standards of institutional health care.

25 DIRECTOR, PLANNING AND CONSTRUCTION BRANCH – Responsible for planning, programming, designing and constructing of hospitals and nursing homes in the province.

26 DIRECTOR, PROVINCIAL PROGRAMS BRANCH – Responsible for the review of programs, operations and funding recommendations for institutional mental health services, nursing homes and the special programs for diagnostic imaging, laboratory medicine, dietary services, rehabilitation and critical care. Also responsible for the overall development of long term care programs, equipment planning and co-ordination of the review of new program proposals, and co-ordination of the review of new and major expansion program proposals.

27 DIRECTOR, STANDARDS, EVALUATION AND AMBULANCE SERVICES BRANCH – Responsible for the planning, monitoring and funding of institutional health services and facilities through standards development, evaluation and consulting and liaison advisory services. Also, responsible for the air ambulance and blood services programs, the Department Disaster Plan, and to represent the department on inter-hospital transfer and ground ambulance matters.

28 DIRECTOR, INFORMATION PLANNING BRANCH – Responsible for the planning and information management functions within the department. Activities include policy development, security, evaluation, standards, database administration and EDP planning.

29 DIRECTOR, SYSTEMS CONSULTING SERVICES BRANCH – Responsible for supporting all aspects of end user computing within the Department which includes education and training, technical support, consulting, information exchange and office automation. Also responsible for the design, development and implementation of executive information systems.

30 DIRECTOR, SYSTEMS DEVELOPMENT BRANCH – Responsible for the systems development within the department. Activities include project selection management and implementation and evaluation.

31 DIRECTOR, HEALTH ECONOMICS AND STATISTICS BRANCH – Responsible for initiating, administering and co-ordinating health economics research, statistical data gathering and reporting; providing assistance and advice in preparation of departmental budgets and financial plans; collecting and analyzing data and preparing reports to support negotiations with health professionals and health agencies,implementing changes to benefit rates, and administering the Physician Incentive Payment Program.

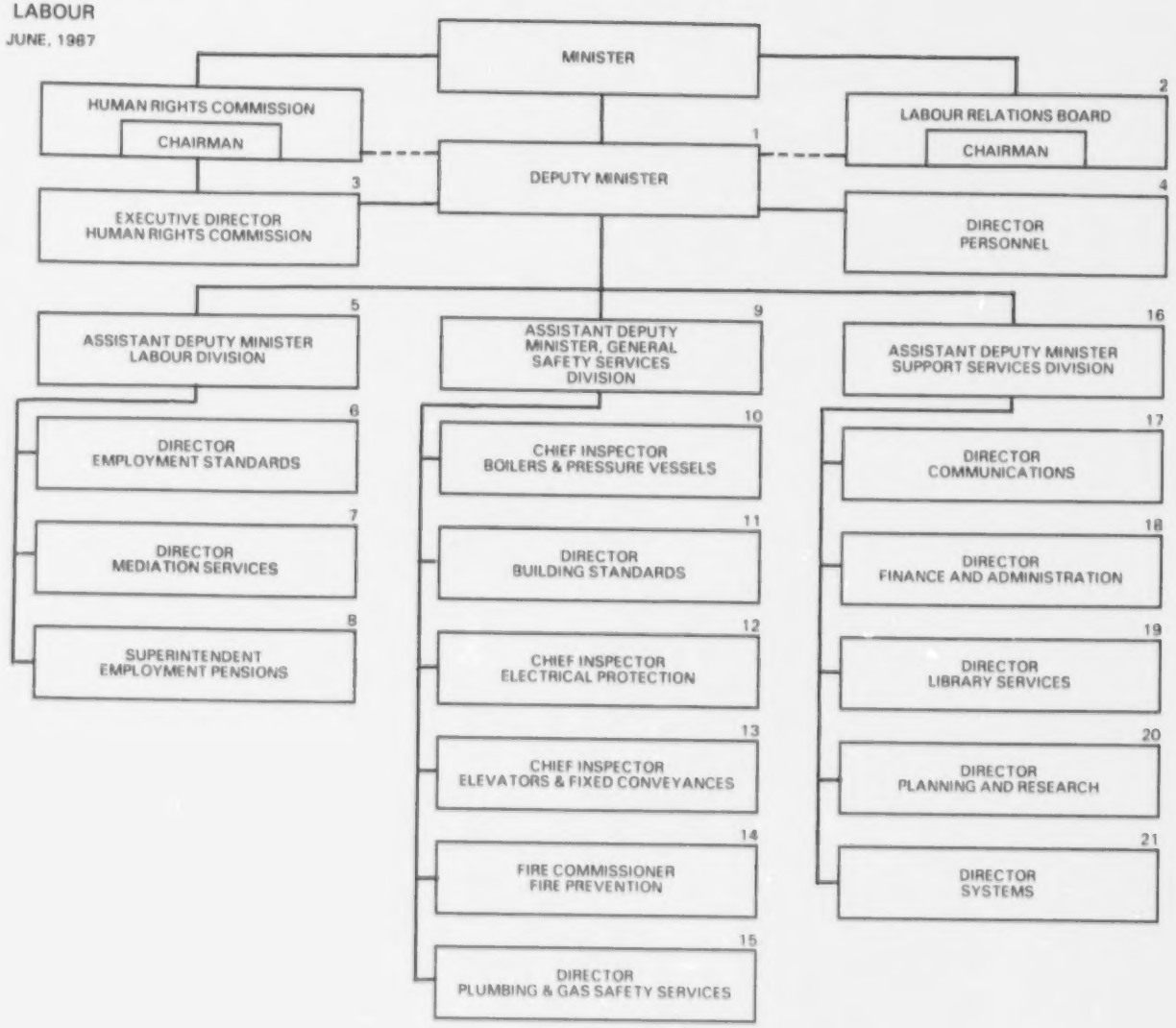
32 DIRECTOR, RESEARCH AND STRATEGIC PLANNING BRANCH – Responsible for undertaking research on policy issues and developing long-range strategic plans and policies relating to the delivery of institutional health and medical services; also, for conducting program evaluations.

33 DIRECTOR, PROFESSIONAL SERVICES BRANCH – Responsible for developing claims assessment policies, reviewing complex or unusual claims, recommending additional health care services, reviewing practitioners' patterns of practice, identifying and analyzing any changes in patterns; also, for managing the Statement of Benefits Program.

Alberta

LABOUR

JUNE, 1987



DEPARTMENT OF LABOUR

FUNCTIONAL STATEMENTS JUNE, 1987

1 DEPUTY MINISTER Acts as chief executive officer and is responsible for the administration, coordination and control of all line and staff functions within the department.

2 LABOUR RELATIONS BOARD Administers the Labour Relations Act, investigates alleged contraventions and grants remedial orders as required; certifies bargaining units; governs conditions for legal strikes and lockouts; and provides education regarding the Act and the Board's functions.

3 HUMAN RIGHTS COMMISSION Provides public education regarding the Individual's Rights Protection Act (IRPA), human rights principles and the function of the Commission; and accepts, investigates and resolves complaints regarding alleged violations of the Act.

4 DIRECTOR, PERSONNEL Provides assistance, direction and co-ordination to departmental management on personnel functions, manpower planning and organizational development.

5 ASSISTANT DEPUTY MINISTER, LABOUR Assists in the resolution of labour relations disputes; evaluates and develops provincial employment standards; provides educational programs in the area covered by its mandate; and safeguards entitlements under private pension plans.

6 DIRECTOR, EMPLOYMENT STANDARDS Provides complaint resolution and special programs to ensure that employers and employees understand and comply with province-wide employment standards.

7 DIRECTOR, MEDIATION SERVICES Provides the services of mediators to encourage and assist parties to resolve collective bargaining disputes, and offers a preventive mediation program.

8 SUPERINTENDENT, EMPLOYMENT PENSIONS Provides programs to promote and regulate the establishment, maintenance, extension and improvement of pension plans by employees, unions and employers.

9 ASSISTANT DEPUTY MINISTER, GENERAL SAFETY SERVICES Provides regulation and compliance programs such as inspection, plan review and accident investigation; offers education programs; and develops and implements safety standards in the areas under its jurisdiction.

10 CHIEF INSPECTOR, BOILERS AND PRESSURE VESSELS Provides programs related to the safe design, construction, installation and operation of boilers, pressure vessels and pressure piping systems.

11 DIRECTOR, BUILDING STANDARDS Provides programs related to public safety in the construction, design, use, occupancy, relocation and demolition of buildings.

12 CHIEF INSPECTOR, ELECTRICAL PROTECTION Provides programs dedicated to public safety in the generation, distribution and use of electricity.

13 CHIEF INSPECTOR, ELEVATORS AND FIXED CONVEYANCES Provides safety programs to monitor the installation, operation and maintenance of elevators, escalators, ski tows, amusement rides and other fixed conveyances.

14 FIRE COMMISSIONER, FIRE PREVENTION Provides fire prevention, firefighter training and advisory programs; investigates fires and offers educational and information services to the public.

15 DIRECTOR, PLUMBING AND GAS SAFETY SERVICES Provides safety programs with respect to plumbing installations, sewage disposal systems and the distribution and use of natural and propane gases.

16 ASSISTANT DEPUTY MINISTER, SUPPORT SERVICES Provides professional support to the department's program units in the areas of communications, finance and administration, library services, planning, research and systems.

17 DIRECTOR, COMMUNICATIONS Advises on and co-ordinates the planning, development, implementation and evaluation of public relations, public information and internal communication activities.

18 DIRECTOR, FINANCE AND ADMINISTRATION Provides assistance in financial planning, operations and control, and in the acquisition of space, equipment supplies and services; and provides specialized office services.

19 DIRECTOR, LIBRARY SERVICES Provides reference, information and other library-related services to the department and the public.

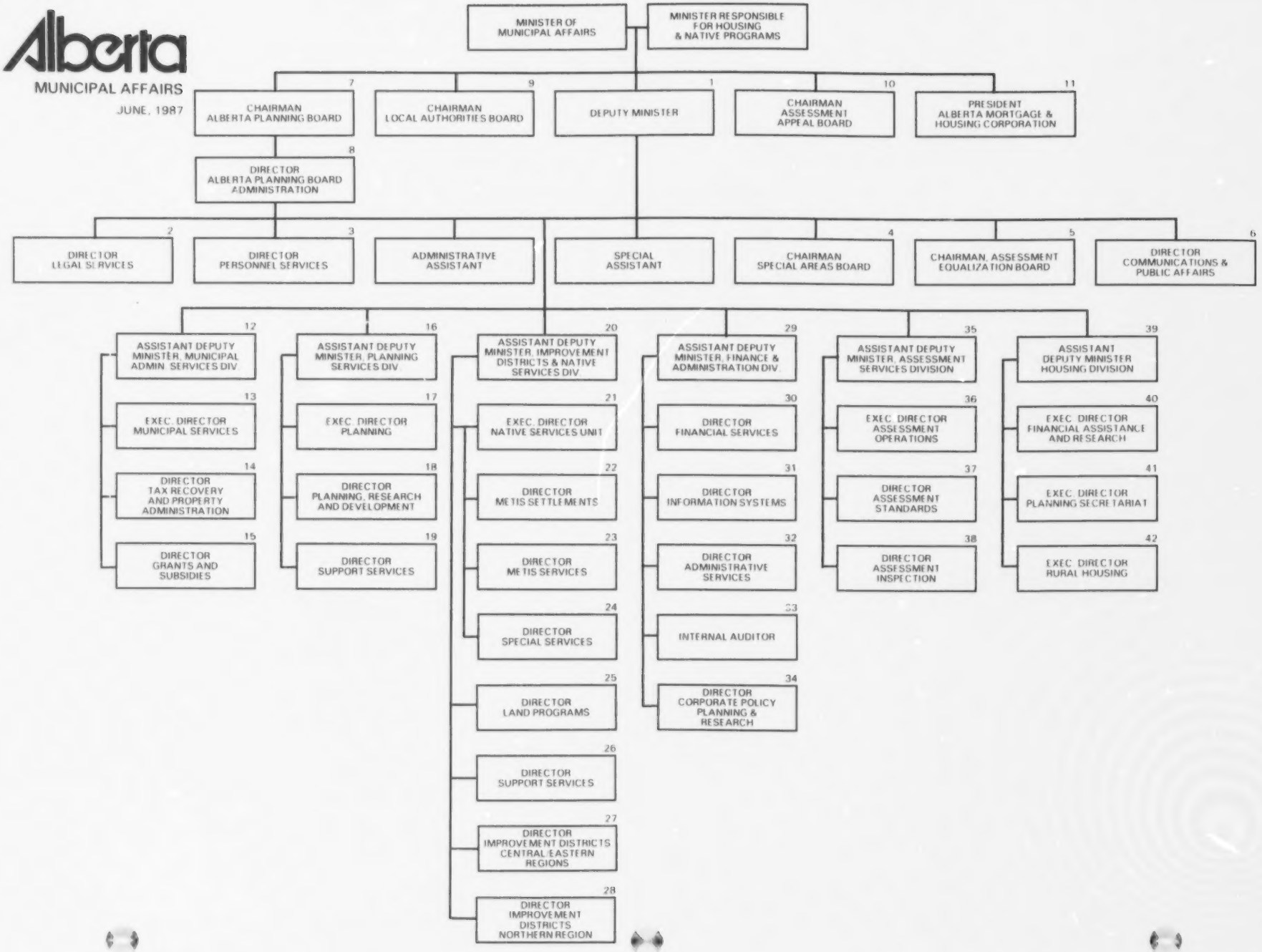
20 DIRECTOR, PLANNING AND RESEARCH Provides planning, policy analysis, research, statistics and information services to the department, and offers information services to the public.

21 DIRECTOR, SYSTEMS Advises on and co-ordinates the planning, development and use of management information systems, particularly those involving special technology.

Alberta

MUNICIPAL AFFAIRS

JUNE, 1987



1 DEPUTY MINISTER – Acts as the chief executive officer and is responsible for the administration, coordination and control of all line and staff functions within the Department.

2 DIRECTOR, LEGAL SERVICES – Represents the Department on all legal matters, interprets legislation, drafts all legal documents, and provides legal advice.

3 DIRECTOR, PERSONNEL SERVICES – Responsible for the administration of the personnel program, providing personnel consultant services to departmental management, and advising and guiding all departmental employees on personnel matters.

4 CHAIRMAN, SPECIAL AREAS BOARD – Provides complete local government services for special areas including taxation, licences, permits, leases, local works and improvements.

5 CHAIRMAN, ASSESSMENT EQUALIZATION BOARD – Determines assessment on an equalized basis among all municipal governments, improvement districts and special areas.

6 DIRECTOR, COMMUNICATIONS & PUBLIC AFFAIRS – Handles public relations needs of the Department, promotes and makes known the policies, services and programs of Alberta Municipal Affairs.

7 CHAIRMAN, ALBERTA PLANNING BOARD – Appointed by Order in Council, the Chairman is responsible for the operation of the organization which has an administrative role for planning policies, in the administration of the Planning Act and in regional planning activities, and a quasi-judicial role when hearing and rendering decisions in the subdivision of land.

8 DIRECTOR, ALBERTA PLANNING BOARD ADMINISTRATION – Full-time board member and director of administration; responsible for coordinating the activities of the board and implementing its decisions, ensuring that meetings and hearings are held to deal with board matters expeditiously.

9 CHAIRMAN, LOCAL AUTHORITIES BOARD – Approves all debenture applications of municipalities and school authorities; receives and holds hearings and makes decisions which may be approved, rejected or varied by Cabinet on all applications by municipalities for annexation of land to cities, towns, villages and other municipalities; makes recommendations to Executive Council on all tax exemption applications received from non-profit organizations.

10 CHAIRMAN, ASSESSMENT APPEAL BOARD – Heads a quasi-judicial tribunal hearing appeals and rendering decisions with respect to property valuations made to establish equitable bases for the taxing authorities within the province.

11 PRESIDENT, ALBERTA MORTGAGE & HOUSING CORPORATION – Responsible for the administration of the Alberta Mortgage and Housing Corporation Act and the overall management of the Alberta Mortgage and Housing Corporation, as delegated by the Board of Directors; acts as Vice-Chairman of the Board of Directors, and as liaison between the administration of the Corporation and the Minister of Municipal Affairs, the Chairman of the Board.

12 ASSISTANT DEPUTY MINISTER, MUNICIPAL ADMINISTRATIVE SERVICES DIVISION – Assists incorporated municipalities in developing as viable and economic units of local government through advisory services, the provision of grants and subsidies, legislation review, research and through liaison with municipal associations representing municipal concerns to provincial authorities.

13 EXECUTIVE DIRECTOR, MUNICIPAL SERVICES – Provides municipal advisory and consulting services to municipalities, government departments and the general public, monitors municipal operations for conformance with enabling statutes, gathers and distributes statistical data related to municipalities, undertakes research on municipal policy and programs.

14 DIRECTOR, TAX RECOVERY AND PROPERTY ADMINISTRATION – Protects the interests of individuals and municipalities in tax recovery proceedings; provides land management services to the Department.

15 DIRECTOR, GRANTS AND SUBSIDIES – Administers programs of financial support to municipalities as well as property tax reduction and renters assistance programs for senior citizens.

16 ASSISTANT DEPUTY MINISTER, PLANNING SERVICES DIVISION – Provides overall direction for professional planning services including province-wide planning research, advisory services to regional planning commissions and the delivery of planning services to areas outside the coverage of regional planning commissions.

17 EXECUTIVE DIRECTOR, PLANNING – Provides planning services to areas outside of regional planning commissions' jurisdiction such as subdivision application processing, by-law preparation and amendments, special planning areas, municipal and regional planning advisory services.

18 DIRECTOR, PLANNING RESEARCH AND DEVELOPMENT – Undertakes planning research, formulates provincial policy recommendations respecting planning and development; provides specialized planning research for the Planning Services Division and other Government departments; carries out liaison and coordination with regional planning commissions and Government agencies, and conducts multi-disciplinary planning projects requiring inter-departmental coordination.

19 DIRECTOR, SUPPORT SERVICES – Provides administrative support, land use mapping, graphics, engineering services and other planning related technical support to the planning elements of the organization.

20 ASSISTANT DEPUTY MINISTER, IMPROVEMENTS DISTRICTS AND NATIVE SERVICES DIVISION – Provides for the administration and development of the improvement districts and Metis settlements, for the development of communities in the Green Zone, for the coordination of services to native people throughout the province, and for interdepartmental cooperation in rural development, water resource policy and northern development.

21 EXECUTIVE DIRECTOR, NATIVE SERVICES UNIT – Coordinates the delivery of services to all native people in Alberta, recognizing social and economic needs and cultural heritage; negotiates with native organizations, provides advisory and support services to Provincial Government departments in the development of policies and programs,

consults with the Federal Government, and promotes the development of Metis settlements.

22 DIRECTOR, METIS SETTLEMENTS - Provides for the on-going administration and the political and economic development of the Metis settlements; determines specific strategies for the transfer of administrative functions to the settlements themselves and the identification of the residual role to be played by the branch.

23 DIRECTOR, METIS SERVICES - Provides for the development of a broad policy framework guiding all provincial programs and services to Metis people and urban natives, and works with line departments in the development of strategies to extend services directly to native people.

24 DIRECTOR, SPECIAL SERVICES - Provides a focal point for federal-provincial cooperation on native issues; monitors the interface with Treaty Indians, advises on issues respecting Treaty Indians, and develops a broad policy framework regarding provincial programs and services to status Indians.

25 DIRECTOR, LAND PROGRAMS - Provides for the identification and implementation of forms of land holding to assist residents of the improvement districts, especially in the Green Zone, to obtain land and develop educational programs to encourage the increased participation of remote communities in the local government process.

26 DIRECTOR, SUPPORT SERVICES - Provides for financial, administrative, assessment, and engineering support to the division, including liaison with other departments and agencies concerning programs, services, and grants and other financial matters.

27 & 28 DIRECTORS, IMPROVEMENT DISTRICTS REGIONS - Directs and guides improvement district managers within the regions of the province; facilitates inter-governmental planning and policy development locally and regionally in order to obtain maximum services levels, and encourages incorporation of improvement districts where feasible.

29 ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION DIVISION - Responsible for planning, development, administration and coordination of centralized services to operating divisions including departmental and trust accounting, budgeting and expenditure control, property taxation for improvement districts and special areas, information systems, general administrative services, internal audit and the Corporate Policy Planning and Research Branch.

30 DIRECTOR, FINANCIAL SERVICES - Responsible for the administration of departmental accounting and financial reporting, trust fund accounting, financial systems planning, financial policy and procedure development, receipts and disbursements of cash, budget development and administration, purchasing, and improvement districts and special areas ratepayers property taxation accounts.

31 DIRECTOR, INFORMATION SYSTEMS - Responsible for provision of data processing services, including hardware acquisition and support, application development, software support and operation, and EDP planning and coordination for the Department.

32 DIRECTOR, ADMINISTRATIVE SERVICES - Responsible for the administration and provision of records management, library, purchasing, and general administrative services to all divisions and branches of the Department.

33 INTERNAL AUDITOR - Establishes and carries out an audit program to determine that internal control systems exist with respect to each fund, to ensure that consistent accounting practices are being applied, and to ensure that operational efficiency, economy and effectiveness are evident in all departmental operations.

34 DIRECTOR, CORPORATE POLICY PLANNING AND RESEARCH - Responsible for the development and administration of corporate policy planning and research activities.

35 ASSISTANT DEPUTY MINISTER, ASSESSMENT SERVICES DIVISION - Responsible for the overall direction of equitable assessments throughout the province; providing staff to complete assessments when requested, providing inspections and advisory services to municipalities and assessors, training assessors, and preparing the assessment manual.

36 EXECUTIVE DIRECTOR, ASSESSMENT OPERATIONS - Provides real property assessment services including industrial, electric power and pipe line assessments for local governments and other provincial agencies.

37 DIRECTOR, ASSESSMENT STANDARDS - Provides appropriate standards to the assessment community in Alberta for the preparation of equitable assessments.

38 DIRECTOR, ASSESSMENT INSPECTION - Through inspections, ensures a uniform standard of property assessment throughout the province; investigates assessment complaints and advises on assessment matters.

39 ASSISTANT DEPUTY MINISTER, HOUSING DIVISION - Responsible for planning, coordinating and contracting the delivery of province-wide housing programs, including policy and program development for the Alberta Mortgage and Housing Corporation.

40 EXECUTIVE DIRECTOR, FINANCIAL ASSISTANCE & RESEARCH - Responsible for a number of housing programs, including research, grants and incentives.

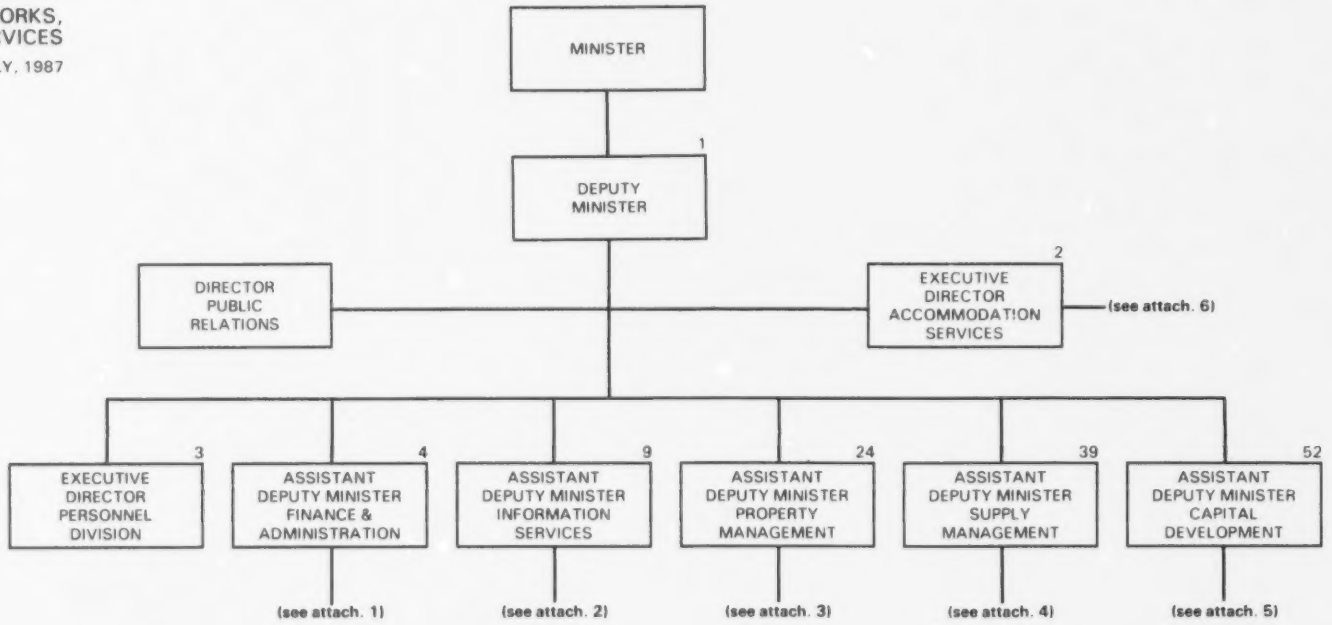
41 EXECUTIVE DIRECTOR, PLANNING SECRETARIAT - Responsible for planning activities and the development of housing policies and program initiatives for the Housing Division and the Alberta Mortgage and Housing Corporation.

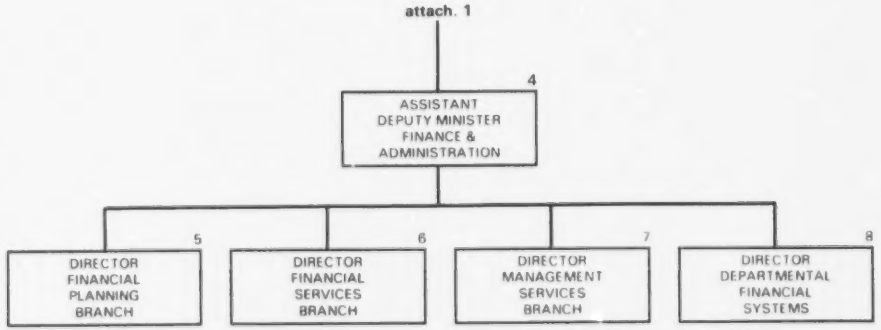
42 EXECUTIVE DIRECTOR, RURAL HOUSING - Responsible for the division's rental and ownership programs for low to modest income residents.

Alberta

PUBLIC WORKS,
SUPPLY & SERVICES

JULY, 1987





DEPARTMENT OF PUBLIC WORKS, SUPPLY AND SERVICES

FUNCTIONAL STATEMENTS – JULY, 1987

1 DEPUTY MINISTER – Administers, coordinates and controls department activities in five major areas: finance and administration, capital development, properties, information services and supply management.

2 EXECUTIVE DIRECTOR, ACCOMMODATION SERVICES – Provides assistance and advice to the Deputy Minister in the administration of the Department and is responsible for the overall coordination and direction of the Realty and Property Planning divisions, and Olympic and Kananaskis Country capital projects

3 EXECUTIVE DIRECTOR, PERSONNEL DIVISION – Administers all departmental personnel services including recruitment, classification, employee relations, organization development, occupational health and safety, and manpower planning.

4 ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION – Responsible for the provision of financial, automated information systems, and general administrative services to the Department.

5 DIRECTOR, FINANCIAL PLANNING BRANCH – Responsible for the coordination, preparation, analysis and recommendation of the departmental capital, operating and revolving fund budgets.

6 DIRECTOR, FINANCIAL SERVICES BRANCH – Responsible for the provision of all central financial services relative to program and revolving fund activities.

7 DIRECTOR, MANAGEMENT SERVICES BRANCH – Provides general administrative support services, including records and forms management, EDP and office automation systems and services, accommodation, mail, insurance and other office support services.

8 DIRECTOR, DEPARTMENTAL FINANCIAL SYSTEMS – Responsible for strategic planning relative to all departmental financial systems, including periodic evaluation of the adequacy of all financial control systems within the Department.

9 ASSISTANT DEPUTY MINISTER, INFORMATION SERVICES – Responsible for providing data processing, systems development and telecommunications services required by government.

10 EXECUTIVE DIRECTOR, TELECOMMUNICATIONS DIVISION – Responsible for the planning, servicing and coordination of all telecommunications requirements for government departments.

11 DIRECTOR, TELECOM OPERATIONS – Responsible for determining the telecommunications needs of government departments and ensuring the timely delivery of equipment and facilities at the lowest possible cost.

12 DIRECTOR, NETWORK MANAGEMENT BRANCH – Responsible for the planning and ongoing management of the Alberta Government's province-wide shared telecommunications networks including mobile radio communications services.

13 EXECUTIVE DIRECTOR, COMPUTER SYSTEMS DIVISION – Responsible for the Application Maintenance and Support, Planning Policy and Systems Management and Coordination branches.

14 DIRECTOR, SYSTEMS MANAGEMENT AND COORDINATION BRANCH – Responsible for EDP support services including training, standards, and guidelines development, shared cross-government application software products, EDP security, quality assurance and the cross-government review of new application technologies and tools.

15 DIRECTOR, PLANNING AND POLICY BRANCH – Responsible for EDP planning, policy and procedure development and monitoring of EDP plans and proposals.

16 DIRECTOR, APPLICATION MAINTENANCE AND SUPPORT BRANCH – Responsible for the maintenance and enhancement of major existing systems, user communications and systems performance monitoring and support to the new technology initiatives.

17 EXECUTIVE DIRECTOR, COMPUTER PROCESSING DIVISION – Responsible for the Calgary, Central, Tax Administration and Terrace computing centres and the Technical Support and Production Processing branches.

18 DIRECTOR, CALGARY COMPUTING CENTRE – Responsible for the operation of the array of computers and related auxiliary equipment in Calgary on a 24-hour, 7 day-a-week basis.

19 DIRECTOR, CENTRAL COMPUTING CENTRE – Responsible for the operation of the large central computers and related auxiliary equipment in the Central Computing Centre on a 24-hour, 7 day-a-week basis.

20 DIRECTOR, TERRACE COMPUTING CENTRE – Responsible for the operation of the array of computers and related auxiliary equipment in the Terrace Computing Centre in Edmonton on a 24-hour, 7 day-a-week basis.

21 DIRECTOR, TAX ADMINISTRATION COMPUTING CENTRE – Responsible for the operation of computer and related auxiliary equipment for corporate tax administration on a 24-hour, 5 day-a-week basis.

22 DIRECTOR, TECHNICAL SUPPORT BRANCH – Responsible for hardware and software planning, teleprocessing support, client services, and computing centre support.

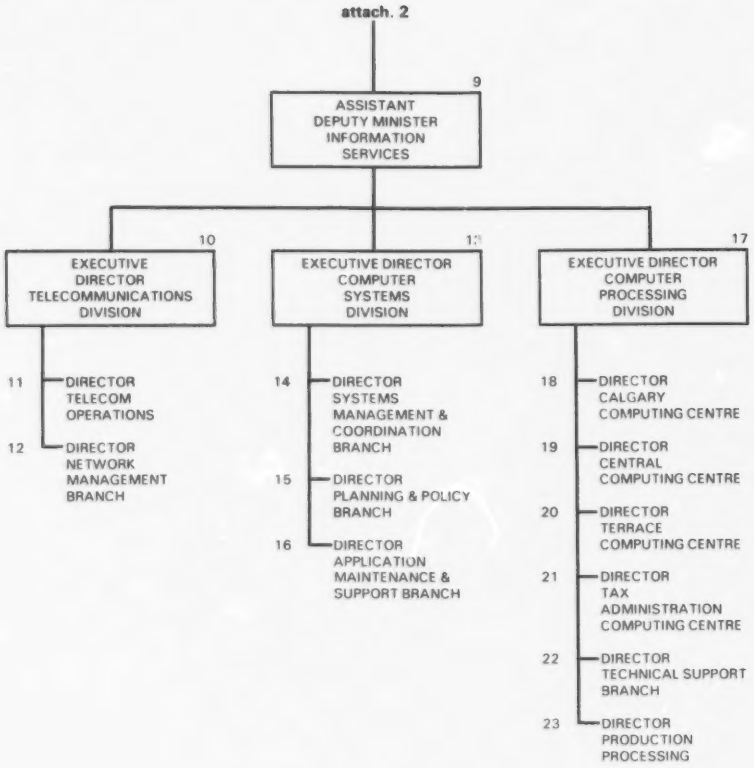
23 DIRECTOR, PRODUCTION PROCESSING – Responsible for data conversion and production control services required for the processing of production work at the computing centres.

24 ASSISTANT DEPUTY MINISTER, PROPERTY MANAGEMENT – Responsible for the planning, acquisition and disposal, allocation and management of departmental properties, including land assembly.

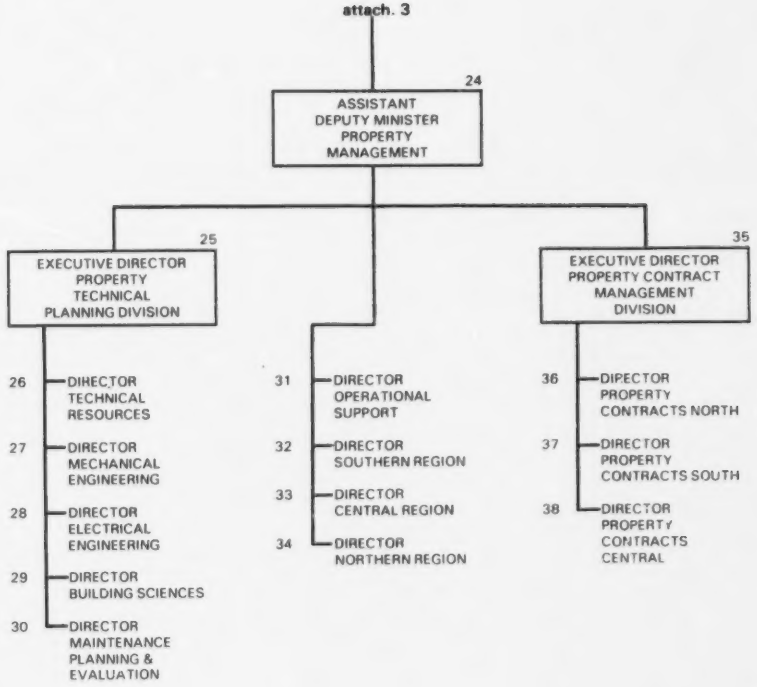
25 EXECUTIVE DIRECTOR, PROPERTY TECHNICAL PLANNING DIVISION – Responsible for the provision of professional and technical expertise for the evaluation and maintenance of government facilities and the provision of specialist scientific and engineering services to the Department.

26 DIRECTOR, TECHNICAL RESOURCES – Responsible for supplying technical expertise in structural and geotechnical engineering to the Department.

attach. 2



attach. 3



27 DIRECTOR, MECHANICAL ENGINEERING BRANCH - Responsible for the mechanical engineering aspects of projects produced and maintained by the Department.

28 DIRECTOR, ELECTRICAL ENGINEERING BRANCH - Responsible for the electrical engineering aspects of projects produced and maintained by the Department.

29 DIRECTOR, BUILDING SCIENCES - Responsible for setting departmental policy and standards in the building sciences for provincial facilities; evaluates and tests proposed construction systems; and provides advice and guidance to consultants for all facilities.

30 DIRECTOR, MAINTENANCE, PLANNING AND EVALUATION - Responsible for prioritizing and implementing the maintenance, planning and evaluation of all owned facilities.

31 DIRECTOR, OPERATIONAL SUPPORT BRANCH - Responsible for providing support services to the Property Management Division, including responsibility for security and consulting services.

32 to 34 REGIONAL DIRECTORS - Responsible for the property management of government-owned and operated facilities within each of three geographic regions.

35 EXECUTIVE DIRECTOR, PROPERTY CONTRACT MANAGEMENT DIVISION - Responsible for management of privatized government owned and leased facilities through respective contracts.

36 to 38 DIRECTOR, PROPERTY CONTRACTS - Responsible for management of privatized government-owned and leased facilities through respective contracts within each of three geographic areas.

39 ASSISTANT DEPUTY MINISTER, SUPPLY MANAGEMENT - Responsible for the provision of a wide variety of materials and service management programs to the government.

40 DIRECTOR, AIR TRANSPORTATION SERVICES BRANCH - Responsible for the provision of light aircraft services to the government.

41 MANAGER, ADMINISTRATIVE SUPPORT SERVICES BRANCH - Responsible for providing administrative and financial support services to Supply Management's operating branches and coordinating such services with the Department's central administration.

42 MANAGER, TECHNICAL AND RESEARCH SERVICES BRANCH - Responsible for analytical and research services relating to the delivery of supply functions and for the provision of government-wide standards services.

43 EXECUTIVE DIRECTOR, PROCUREMENT DIVISION - Responsible for the development of strategies and the management and administrative control of operating branches within the Procurement Division.

44 DIRECTOR, PURCHASING BRANCH - Responsible for development of central purchasing practices and management of the delivery of purchasing services for all departments.

45 DIRECTOR, WAREHOUSING AND DISTRIBUTION BRANCH - Responsible for provision of centralized warehousing, inventory management and distribution services of common use items to all government departments, and management of short-term storage facilities.

46 DIRECTOR, CONTRACTED SERVICES BRANCH - Responsible for provision of acquisition service for electronic data processing, telecommunication and work processing equipment and related consulting services; provides guidance on preparation of general service contracts.

47 COORDINATOR, SOUTHERN REGION - Responsible for provision of purchasing services in Calgary and southern Alberta and for ensuring that supply strategy reflects the needs of southern Alberta clients.

48 EXECUTIVE DIRECTOR, SUPPLY OPERATIONS DIVISION - Responsible for program development and coordination, as well as the management and administrative control of operating branches within the Supply Operations Division.

49 DIRECTOR, PRINTING SERVICES BRANCH - Responsible for provision of integrated copying, duplicating and printing services to all government departments through the Central Duplication Plant and Quick Print centres; provides consultative advice on printing and copying needs.

50 DIRECTOR, EQUIPMENT, COURIER AND SURPLUS BRANCH - Responsible for provision of vehicle and office equipment leasing and maintenance, mail delivery and asset disposal services to all government departments.

51 DIRECTOR, RECORDS MANAGEMENT BRANCH - Responsible for managing the government's centralized records storage facilities (paper, microfilm, computer tapes), provides information, training and policy direction to departments on records management.

52 ASSISTANT DEPUTY MINISTER, CAPITAL DEVELOPMENT - Responsible for the provision and alteration of owned buildings for assigned departments, boards and agencies.

53 EXECUTIVE DIRECTOR, SITE DEVELOPMENT DIVISION - Responsible for the site services and landscape component of buildings.

54 DIRECTOR, MUNICIPAL DEVELOPMENT BRANCH - Responsible for the development of municipal systems to accommodate all departmental properties.

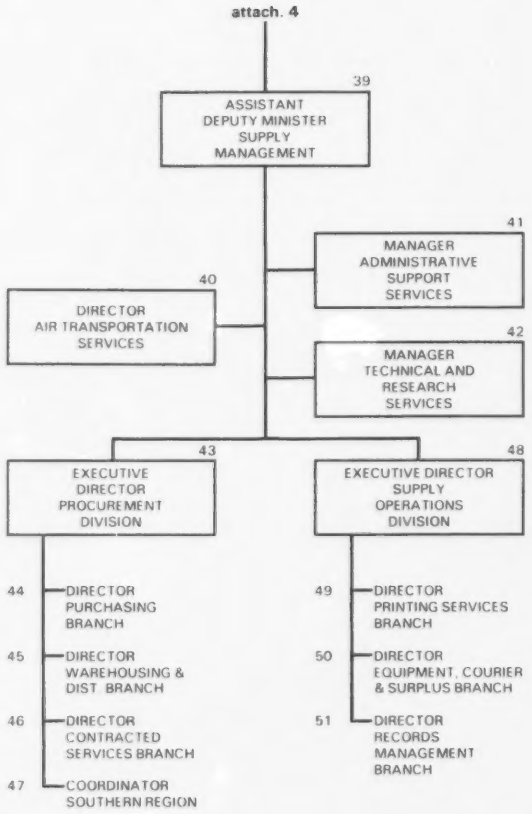
55 DIRECTOR, SITE SERVICES BRANCH (EDMONTON) - Responsible for site services work in northern Alberta and negotiating with municipal authorities.

56 DIRECTOR, SITE SERVICES BRANCH (CALGARY) - Responsible for site services work in southern Alberta and negotiating with municipal authorities.

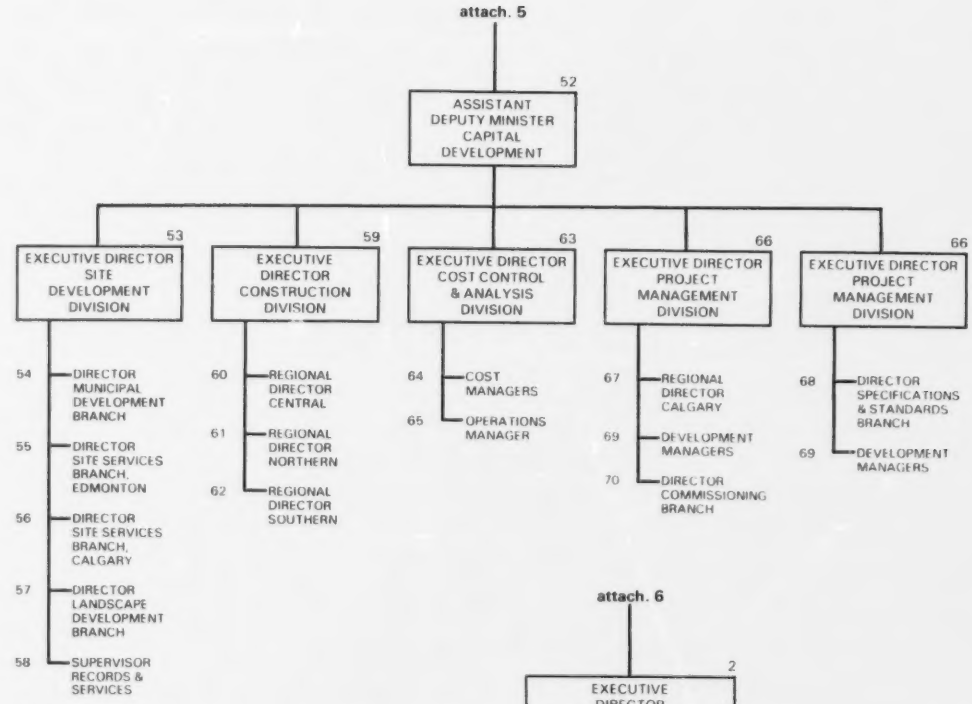
57 DIRECTOR, LANDSCAPE DEVELOPMENT BRANCH - Responsible for the program of landscape development to complement all building projects.

58 SUPERVISOR, RECORDS AND SERVICES - Responsible for the development and maintenance of site plan inventory on all departmental properties.

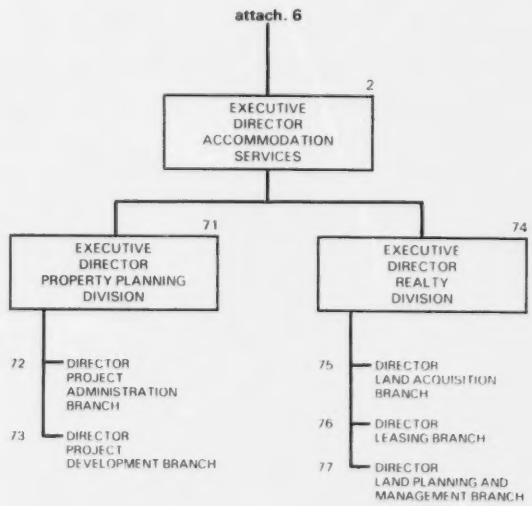
attach. 4



attach. 5



attach. 6



59 EXECUTIVE DIRECTOR, CONSTRUCTION DIVISION - Responsible for directing the capital construction program from tender award through to warranty year-end.

60 REGIONAL DIRECTOR (CENTRAL) - Responsible for administering the construction program from the North Saskatchewan River to, and including, Red Deer.

61 REGIONAL DIRECTOR (NORTHERN) - Responsible for administering the construction program from the Northwest Territories/Alberta border to the North Saskatchewan River.

62 REGIONAL DIRECTOR (SOUTHERN) - Responsible for administering the construction program from south of Red Deer to the Alberta/United States border.

63 EXECUTIVE DIRECTOR, COST CONTROL AND ANALYSIS DIVISION - Responsible for the overall integration and functional supervision of cost planning and control and value engineering techniques in the development of capital construction.

64 COST MANAGERS, COST PLANNING AND VALUE ENGINEERING BRANCH - Responsible for performing cost management functions and consultative services on capital construction projects from inception; coordinate, direct and manage the work of cost consultants.

65 OPERATIONS MANAGER - Responsible for the operation and maintenance of the Division's automated data support systems on construction costs, statistical information, forecasts and reports and the management and coordination of administration services and select and quotation tendering.

66 EXECUTIVE DIRECTORS, PROJECT MANAGEMENT DIVISION - Responsible for administration and management of Calgary Branch, development managers, the Specifications and Standards Branch, Edmonton, and the Commissioning Branch.

67 REGIONAL DIRECTOR, CALGARY - Responsible for the operation of the Calgary office, coordination and management of all approved capital projects for the southern Alberta region.

68 DIRECTOR, SPECIFICATIONS BRANCH - Responsible for construction specifications, and related policies and procedures including the departmental master specification system.

69 DEVELOPMENT MANAGERS - Responsible for the preparation of budgets and coordination and management of all approved capital projects.

70 DIRECTOR, COMMISSIONING BRANCH - Responsible for the management of the commissioning process of all capital projects.

71 EXECUTIVE DIRECTOR, PROPERTY PLANNING DIVISION - Responsible for the planning and allocation of accommodation and the development of tenant improvements in leased space and owned office space.

72 DIRECTOR, PROJECT ADMINISTRATION BRANCH - Responsible for the coordination and management of all accommodation projects from project design to warranty inspection.

73 DIRECTOR, PROJECT DEVELOPMENT BRANCH - Responsible for all accommodation project development from initial department request to completion of design.

74 EXECUTIVE DIRECTOR, REALTY DIVISION - Responsible for administration of realty services including the leasing, acquisition and disposal of real property, verification and administration of grants in lieu of taxes to Alberta cities and municipalities and the administration of Crown-owned Restricted Development Area properties.

75 DIRECTOR, LAND ACQUISITION BRANCH - Responsible for acquisition of sites for government purposes and government-sponsored groups, and disposal of surplus properties.

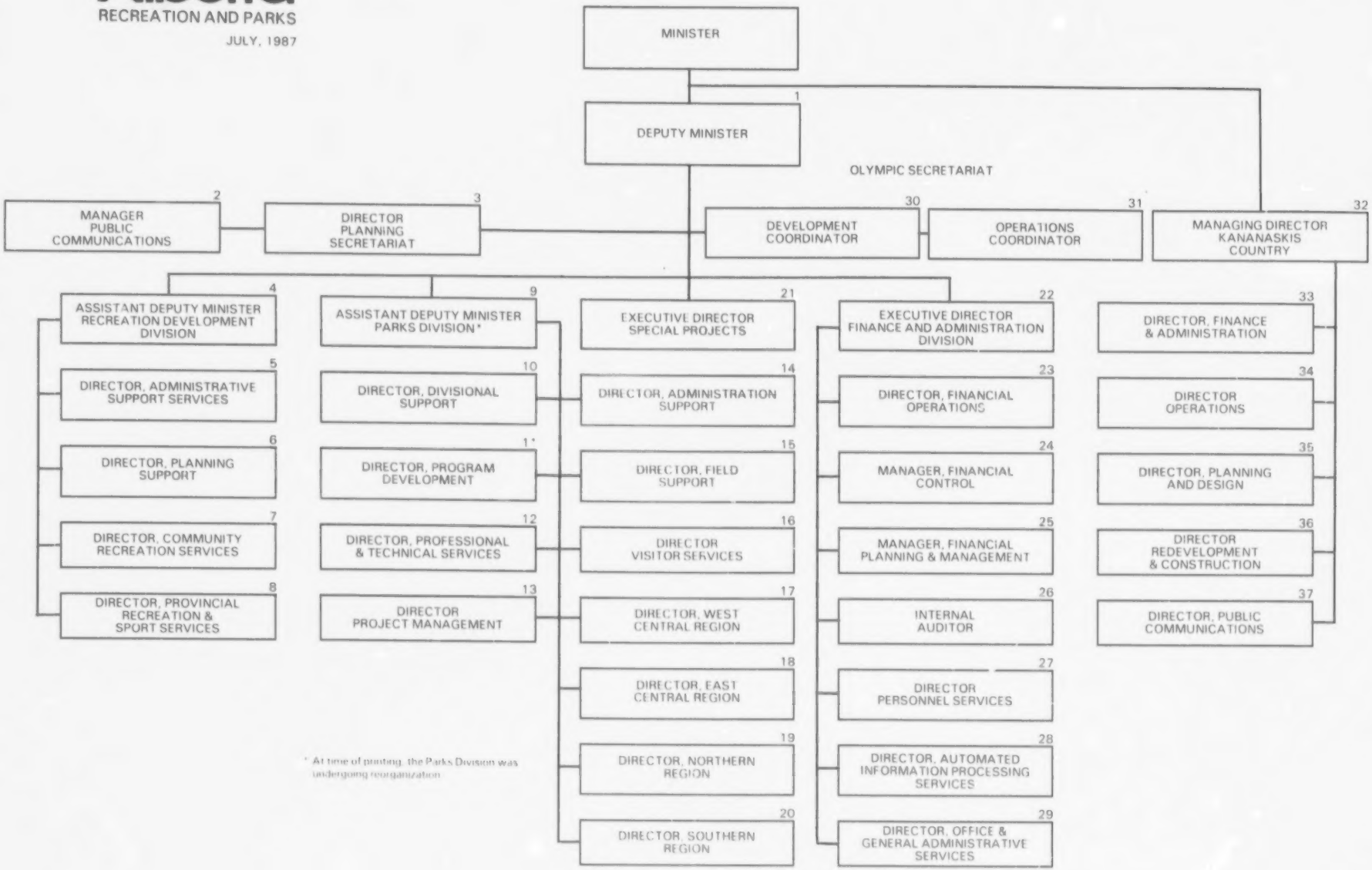
76 DIRECTOR, LEASING BRANCH - Responsible for negotiation of all provincial government requirements for leased office, warehouse and parking space, and for providing leasing resource services to government-sponsored agencies as requested.

77 DIRECTOR, LAND PLANNING AND MANAGEMENT BRANCH - Responsible for the corporate planning function relating to the acquisition of properties for government departments, initiation of the acquisition process, and the administration of Crown-owned Restricted Development Area properties.

Alberta

RECREATION AND PARKS

JULY, 1987



* At time of printing, the Parks Division was undergoing reorganization

DEPARTMENT OF RECREATION AND PARKS

FUNCTIONAL STATEMENTS – JUNE, 1987

1 DEPUTY MINISTER – Administers, coordinates and controls departmental functions including recreation services and provincial parks design, implementation and operations; provides advice to the Minister on policies and programs.

2 MANAGER, PUBLIC COMMUNICATIONS – Responsible for a broad range of public communications and information functions for the Department to assist officials in carrying out departmental directions, programs and policies.

3 DIRECTOR, PLANNING SECRETARIAT – Responsible for the management of support services to the Deputy Minister and the Executive Committee covering aspects of strategic planning, policy/legislation development, general management planning, market and planning information coordination, inter-divisional planning and special projects, and public communications planning and counselling.

4 ASSISTANT DEPUTY MINISTER, RECREATION DEVELOPMENT – Responsible for planning and policy formulation related to the provision of recreation services to municipal recreation boards and departments, voluntary agencies, institutions and associations at provincial and local levels. Also responsible for consultations with federal, local and provincial government departments to develop an effective system for the delivery of services.

5 DIRECTOR, ADMINISTRATIVE SUPPORT SERVICES – Responsible for the planning, management and implementation of the division's general administrative and grant support services including the interpretation of the financial policy, plans, legislation and regulations; provides administrative coordination of budget development, budget expenditure, records management, supplies and services procurement and accounting support.

6 DIRECTOR, PLANNING SUPPORT – Responsible for the preparation of operational plans, the design and conduct of an on-going research program, and the coordination and articulation of the systems requirements of the Recreation Development Division.

7 DIRECTOR, COMMUNITY RECREATION SERVICES – Responsible for providing consulting and resource support to municipal recreation systems in the areas of: organization development; community recreation planning; indoor facility planning, construction and operation; outdoor facility planning, construction and operation; community recreation leadership development; recreation philosophy and community recreation research. Also responsible for the management of recreation programs for Alberta communities including urban parks operation, Capital City Recreation Park, municipal recreation/tourism areas capital and operation, and community recreation/cultural development.

8 DIRECTOR, PROVINCIAL RECREATION AND SPORT SERVICES – Responsible for facilitating the development of the provincial recreation and sport system and the provision of a full spectrum of recreation and sport services at the provincial level. The branch provides consultation and leadership services to provincial association executives, professional staff and volunteers; major program initiatives of the branch are financial assistance, leadership development, interprovincial and international relationships, recreation and sport policy development, leisure education and lifestyle enhancement.

9 ASSISTANT DEPUTY MINISTER, PARKS DIVISION – Responsible for the development and management of a system of lands, facilities and public services created for the purposes of outdoor recreation and preservation of natural landscapes and related cultural resources; ensures that this system is appropriately coordinated with other involved agencies, including the private sector, and that it is efficiently and effectively developed to provide the maximum social and economic benefits to the people of Alberta.

10 DIRECTOR, DIVISIONAL SUPPORT – Responsible for financial and general administration of the division including records management, contracts, accounting support, word processing and computer systems; operates the management information system to monitor and control the capital development program and related budgets; develops and maintains administrative policies and procedures; provides support and consultative advice on regulations and contract matters; coordinates preparation of the division's annual budget.

11 DIRECTOR, PROGRAM DEVELOPMENT – Responsible for planning of recreation and conservation aspects of departmental land based facilities; coordinates a land use referral system, manages dispositions of departmental lands and maintains a land record; administers the land acquisition budget and prepares the annual capital budget strategy for upgrading, replacement and construction of outdoor recreation facilities; contributes to strategic departmental policy, legislation and regulations, provides analysis of recreational market information; coordinates establishment of ecological reserves and develops related management plans; prepares capital facility development programs; coordinates participation in interdepartmental land use planning.

12 DIRECTOR, PROFESSIONAL AND TECHNICAL SERVICES – Responsible for developing and maintaining design standards for recreational facilities within the Department's land base system in the areas of architecture, engineering, landscaping and horticulture; provides planning, design, fabrication and installation of signs in provincial parks and recreation areas; manages the division's cost estimating system and facility replacement program; provides a range of professional and technical services in support of the land-based recreation system.

13 DIRECTOR, PROJECT MANAGEMENT – Responsible for the master planning, detail design and development of all capital facilities in provincial parks and recreation areas; prepares the annual capital budget; coordinates intra- and inter-departmental liaison related to the capital program, provides project and contract management services for projects identified in the capital budget.

14 DIRECTOR, ADMINISTRATION SUPPORT – Responsible for the planning, coordination and management of the Administration Support Branch, including the administration of the income budget, and shares effective interaction of the support service branch with field support and visitor services; responsible for developing, administering and maintaining specific administrative services of the division.

15 DIRECTOR, FIELD SUPPORT – Responsible for the coordination of the activities of four centralized support units involved in: policy and planning support, enforcement and legislation, supplies and equipment, and maintenance engineering; also responsible for developing divisional policies and programs, determining priorities and operating strategies, and providing specialized field support functions to operating units.

16 DIRECTOR, VISITOR SERVICES – Responsible for the establishment of priorities, policies, standards and procedures relating to public information and hospitality requirements within parks and recreation areas; ensures that all communications extended to the public under the auspices of the visitor services program are accurate, informative and acceptable within the policy and philosophical framework of the Department.

17 DIRECTOR, WEST CENTRAL REGION – Responsible for the direction and coordination of operations and maintenance, administration and visitor services programs in a region comprising open space outdoor recreation areas of various classifications; responsible also for strategic and tactical policy recommendations at the divisional level and tactical policy development and implementation at the regional level, all of which impact on the division, department and government.

18 DIRECTOR, EAST CENTRAL REGION – Responsible for the direction and coordination of operations and maintenance, administration and visitor services programs in a region comprising open space outdoor recreation areas of various classifications; responsible also for strategic and tactical policy recommendations at the division level and tactical policy development and implementation at the regional level, all of which impact on the division, department and government.

19 DIRECTOR, NORTHERN REGION – Responsible for the direction and coordination of operations and maintenance, administration and visitor services programs in a region comprising open space outdoor recreation areas of various classifications; responsible also for strategic and tactical policy recommendations at the divisional level and tactical policy development and implementation at the regional level, all of which impact on the division, department and government.

20 DIRECTOR, SOUTHERN REGION – Responsible for the direction and coordination of operations and maintenance, administration and visitor services programs in a region comprising open space outdoor recreation areas of various classifications; responsible also for strategic and tactical policy recommendations at the divisional level and tactical policy development and implementation at the regional level, all of which impact on the division, department and government.

21 EXECUTIVE DIRECTOR, SPECIAL PROJECTS – Responsible to the Deputy Minister for carrying out corporate-level special project assignments.

22 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATION – Responsible for the development and implementation of department support services related to financial systems, budget planning and management, financial operations, internal audit, personnel services, office systems, accommodation and equipment, electronic data processing and office automation, library, and general administration.

23 DIRECTOR, FINANCIAL OPERATIONS – Responsible for pre-audit, processing and accounting of disbursements, the administration of revenue, insurance and securities, and the maintenance of trusts and assets; also responsible for the administration of the Department's pay and benefits program.

24 MANAGER, FINANCIAL CONTROL – Responsible for the design, implementation and monitoring of departmental financial systems; also responsible for the development and documentation of financial policies and procedures and user manuals.

25 MANAGER, FINANCIAL PLANNING AND MANAGEMENT – Responsible for the provision of support to departmental managers in the development and documentation of annual budgets; assists in the analysis, forecasting and monitoring of expenditures.

26 INTERNAL AUDITOR – Responsible for the planning and implementation of the Department's internal audit program.

27 DIRECTOR, PERSONNEL SERVICES – Responsible for the provision of support related to human resource planning, staff development and training, and redeployment; also responsible for the implementation of government-wide programs related to classification, recruitment and selection, employee relations, management and employee performance appraisal, and occupational health and safety.

28 DIRECTOR, AUTOMATED INFORMATION PROCESSING SERVICES – Responsible for the provision of support related to the planning, development, implementation and monitoring of electronic data processing and office automation systems.

29 DIRECTOR, OFFICE AND GENERAL ADMINISTRATIVE SERVICES – Responsible for the provision of support regarding office systems, accommodation and equipment; also responsible for the administration of the departmental library and the provision of general administrative support.

30 DEVELOPMENT COORDINATOR, OLYMPIC SECRETARIAT – Responsible for coordinating the planning, design and implementation of the Alberta Government's Olympics Capital Development Program including public communications, legal requirements, technical support projects, and overall administration.

31 OPERATIONS COORDINATOR, OLYMPIC SECRETARIAT – Responsible for providing operational assistance to OCO '88 and coordinating the involvement of Government departments on operational matters as may be required.

32 MANAGING DIRECTOR, KANANASKIS COUNTRY – Administers, coordinates and controls Kananaskis Country functions including capital development, maintenance and operation of facilities, visitor services, contract administration as well as finance, administration and communications; acts as advisor to the Minister on matters of policies, procedures, legislation and other such matters and is an officer of the Alpine Village Resort Association. The Managing Director's role includes that of Improvement District No. 5 Manager.

33 DIRECTOR, FINANCE AND ADMINISTRATION – Responsible for all budgets, administration, systems, contracts, policies and procedures, personnel and audit of private sector operations in Kananaskis Country; functions as the Director of Finance and Administration for Improvement District No. 5.

34 DIRECTOR, OPERATIONS – Responsible for the operation of facilities, visitor programs, resource management and emergency services which includes fire and ambulance protection for Kananaskis Country and Improvement District No. 5.

35 DIRECTOR, PLANNING AND DESIGN – Responsible for planning and design of all new and redeveloped facilities, and for land use matters within Kananaskis Country; serves as building inspector for Improvement District No. 5.

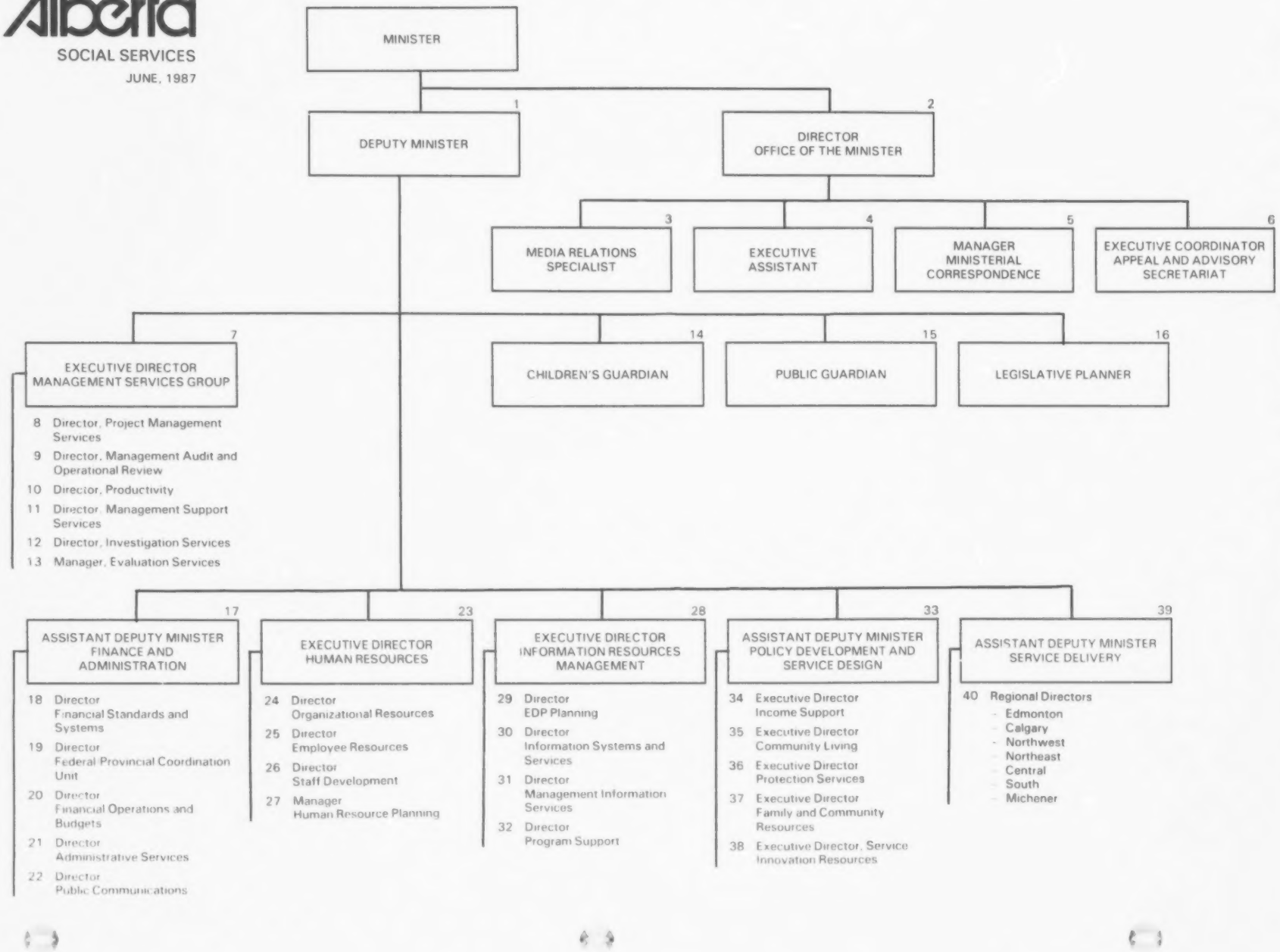
36 DIRECTOR, REDEVELOPMENT AND CONSTRUCTION – Responsible for major maintenance and redevelopment of existing facilities and construction of new facilities within Kananaskis Country; serves as development officer for Improvement District No. 5.

37 DIRECTOR, PUBLIC COMMUNICATIONS – Responsible for the development of public relations, advertising, marketing and the dissemination of information related to Kananaskis Country and Improvement District No. 5.

Alberta

SOCIAL SERVICES

JUNE, 1987



DEPARTMENT OF SOCIAL SERVICES

FUNCTIONAL STATEMENTS JUNE, 1987

1 DEPUTY MINISTER Directs development and delivery of social services and departmental support services.

2 DIRECTOR, OFFICE OF THE MINISTER Responsible for overall administration of Office of the Minister including media relations, ministerial correspondence, appeal and advisory functions, as well as coordination of issues with senior departmental management.

3 MEDIA RELATIONS SPECIALIST Advises Minister and senior management on media relations and on sensitive public issues.

4 EXECUTIVE ASSISTANT Responsible for responding on behalf of the Minister to the public on issues relating to departmental policy, as well as coordination of matters relating to the legislative process.

5 MANAGER, MINISTERIAL CORRESPONDENCE Coordinates and directs in coming and out-going correspondence for the Minister's office.

6 EXECUTIVE COORDINATOR, APPEAL AND ADVISORY SECRETARIAT Administers and supports a system of citizen appeal and advisory committees the function of which is to advise the Minister and make decisions related to the various program areas.

7 EXECUTIVE DIRECTOR, MANAGEMENT SERVICES GROUP Responsible for the functional management and provision of services and resources to address organizational and management effectiveness issues.

8 DIRECTOR, PROJECT MANAGEMENT SERVICES Responsible for promoting the usage of project management as a management tool and facilitating effective project management throughout the department through the establishment and maintenance of the Departmental Project Management System and the provision of project management support services.

9 DIRECTOR, MANAGEMENT AUDIT AND OPERATIONAL REVIEW Responsible for conducting comprehensive audits and reviews and increasing effectiveness, efficiency, and economy of departmental services by appraising various operations and systems of internal control within the department and funded agencies.

10 DIRECTOR, PRODUCTIVITY Responsible for providing leadership in the identification and analysis of opportunities for productivity improvements and contracting out.

11 DIRECTOR, MANAGEMENT SUPPORT SERVICES Responsible for facilitating and coordinating the identification and exercise of improved management practices in the department.

12 DIRECTOR, INVESTIGATION SERVICES Responsible for enhancing the department's capability to anticipate and respond to issues likely to become public concerns and to ensure that its administrative mechanisms support departmental purpose, values, and objectives through low key legal and investigative activities.

13 MANAGER, EVALUATION SERVICES Responsible for conducting and facilitating strategic evaluations on behalf of the Deputy Minister.

14 CHILDREN'S GUARDIAN Acts as legal guardian for children in temporary permanent guardianship and advises the Deputy Minister of concerns regarding the quality of services they receive; responsible for monitoring, consenting, making decisions and advocating for individual children and children under guardianship generally; advises the Deputy Minister and Minister on child welfare matters.

15 PUBLIC GUARDIAN Responsible for the administration of the guardianship provisions of the Dependent Adults Act.

16 LEGISLATIVE PLANNER Responsible for preparation of draft legislation for departmental programs and services, for undertaking legislative review leading to proposals for new legislation or amendments to existing legislation, and for ensuring legal and legislative policy perspectives are considered in the development of departmental policy.

17 ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION Responsible for the functional management and provision of financial, administrative, federal provincial cost-sharing, public communications and library services support to the department.

18 DIRECTOR, FINANCIAL STANDARDS AND SYSTEMS Responsible for the development, maintenance and monitoring of financial standards, systems and controls to ensure compliance with relevant legislation, Treasury and departmental policies, procedures and guidelines.

19 DIRECTOR, FEDERAL PROVINCIAL COORDINATION UNIT Coordinates relations between the department and other provincial governments and the Federal Government. Manages the interests of the Government of Alberta under various cost sharing arrangements and other agreements with a particular view to ensuring the development of coherent and effective policies on cost sharing matters.

20 DIRECTOR, FINANCIAL OPERATIONS AND BUDGETS Responsible for budget forecasts, financial management, income security and support accounts, and revenue administration for the department, as well as accounts payable functions for headquarters.

21 DIRECTOR, ADMINISTRATIVE SERVICES Responsible for accommodations, purchasing, office services, records and library services support for the department and word processing support for headquarters.

22 DIRECTOR, PUBLIC COMMUNICATIONS Responsible for departmental staff in the areas of public relations, advertising and information services; provides advisory and technical support for the production of information services; provides advisory and technical support for the production of information resources; develops, implements and monitors public communications programs for the department.

23 EXECUTIVE DIRECTOR, HUMAN RESOURCES Develops and administers a departmental human resources program including staff development, staffing, classification, employee relations, occupational health and safety, human resource planning, and salary administration.

24 DIRECTOR, ORGANIZATIONAL RESOURCES Responsible for managing the department's staffing and classification functions.

25 DIRECTOR, EMPLOYEE RESOURCES – Responsible for managing the department's employee relations, salary administration, occupational health and safety, and long term disability programs.

26 DIRECTOR, STAFF DEVELOPMENT – Responsible for providing direction to ensure delivery of relevant, effective and efficient training programs to meet provincial or multi-regional needs.

27 MANAGER, HUMAN RESOURCE PLANNING – Responsible for the human resources planning process and the administration of special manpower programs for the department.

28 EXECUTIVE DIRECTOR, INFORMATION RESOURCES MANAGEMENT – Facilitates the development and management of information as a corporate resource ensuring the accessibility of data to support departmental managers and staff; responsible for providing services to strengthen and maintain self-sufficiency within each region to manage essential information.

29 DIRECTOR, EDP PLANNING – Responsible for setting the EDP strategic direction for the department's acquisition of EDP resources, EDP security, identification of system needs and the administration of data resources of the department.

30 DIRECTOR, INFORMATION SYSTEMS AND SERVICES – Responsible for developing, coordinating and supporting all computerized information systems in the department.

31 DIRECTOR, MANAGEMENT INFORMATION SERVICES – Responsible for providing information to all levels of staff in the department and for assisting staff in using these services.

32 DIRECTOR, PROGRAM SUPPORT – Responsible for the technical and analytical phases of all EDP requests, acting as a resource to users and departmental EDP personnel, assessing and advising on the impact of all requests for changes to EDP systems.

33 ASSISTANT DEPUTY MINISTER, POLICY DEVELOPMENT AND SERVICE DESIGN – Responsible for the management of Department-wide development, design and testing of flexible innovative services and services approaches to empower clients and meet the unique needs of individuals and families. Supports service delivery by responding to the regions' needs for service standards, guidelines, policies and policy interpretation; serves as a source of leading-edge information and expertise about the social services field for department staff and other organizations.

34 EXECUTIVE DIRECTOR, INCOME SUPPORT – Responsible for the provision of program maintenance and support functions and for the development of policy procedures and technology which ensures the effectiveness and efficiency of the delivery of financial benefits to needy Albertans, through the social allowance, Alberta Assured Income for the severely handicapped, Alberta assured income plan, and widow's pension. These programs are intended to empower the client through access to funds in order to meet basic or special needs.

35 EXECUTIVE DIRECTOR, COMMUNITY LIVING – Responsible for the development of services and service approaches which will enable individuals to achieve, regain or maintain financial and personal independence and self-reliance in their community. Service development will concentrate on options for training, employment, day activity, residential alternatives and personal development and support, with emphasis on community-based services and the use of generic services.

36 EXECUTIVE DIRECTOR, PROTECTION SERVICES – Responsible for developing policies and approaches for improving the effectiveness of services which ensure the protection and/or guardianship of children, dependent adults and abused family members and which provide the parameters for the provision of services to handicapped children.

37 EXECUTIVE DIRECTOR, FAMILY AND COMMUNITY RESOURCES – Responsible for the design and development of community-based services focused on family support and prevention, the development of self-help and voluntary initiatives, and promotion of the transfer of departmental services to community control.

38 EXECUTIVE DIRECTOR, SERVICE INNOVATION RESOURCES – Conducts/coordinates market research/testing to ensure that services reflect clients' needs and provides direct management of a pilot site(s) where new technology, new services and mechanisms to integrate services will be tested; responsible for providing support and assistance in such fields as evaluation, monitoring and quantitative methods to other areas within the Branch as well as various regional pilot/developmental sites; provides support to Executive Committee in strategic planning and maintenance and consolidation of business and other planning documentation.

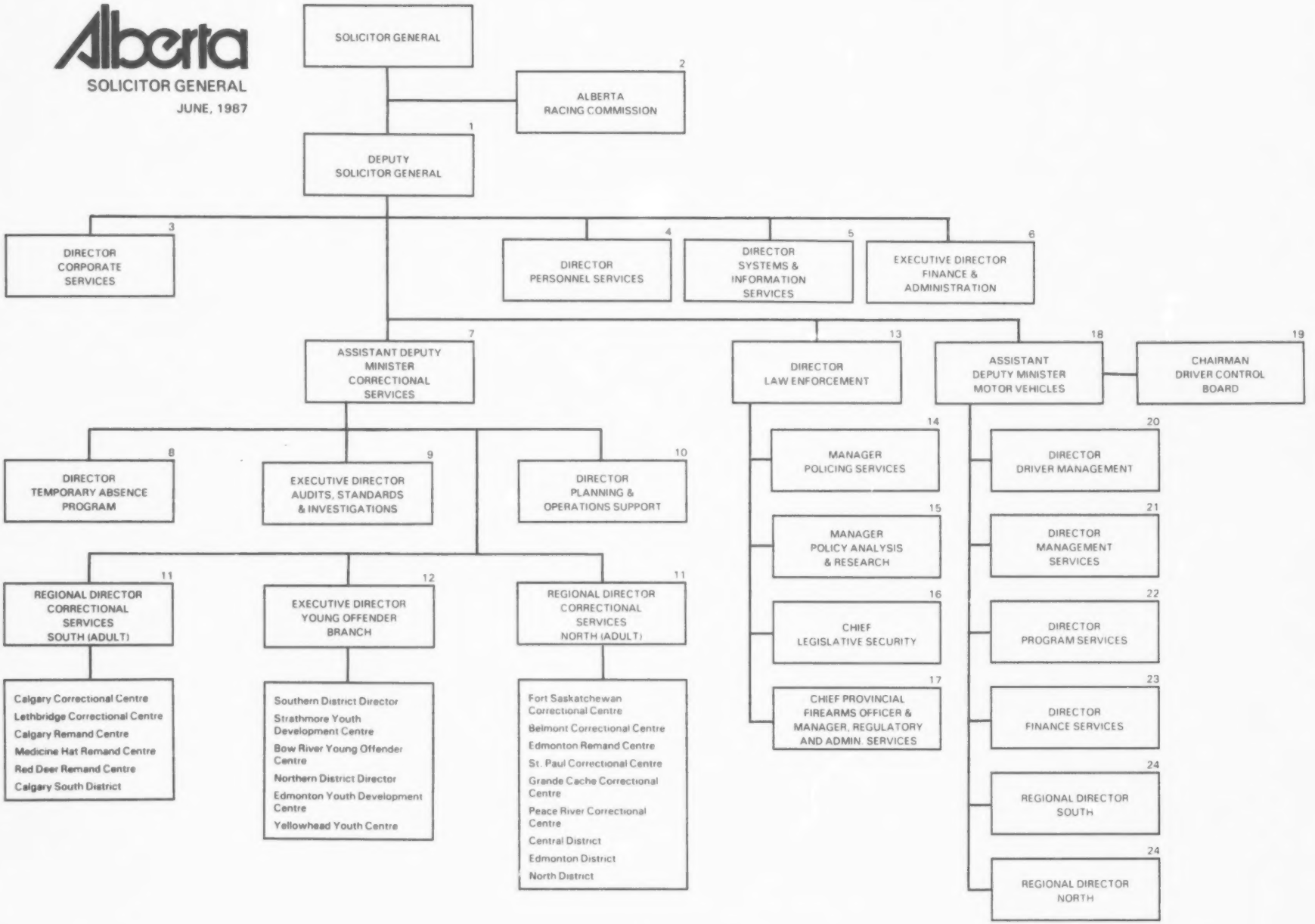
39 ASSISTANT DEPUTY MINISTER, SERVICE DELIVERY – Administers, coordinates, plans, controls and monitors the regional delivery of social services, day care, family and community support services, residential resources, rehabilitation services, income security, child welfare services, family relations and employment opportunities programs in a decentralized delivery mode.

40 REGIONAL DIRECTORS (7) – Responsible for the planning, management and direction of activities for social services and rehabilitation services and promotes cooperation and coordination with mental health services, local health services and family and community support services in each of the six departmental regions and Michener Centre.

Alberta

SOLICITOR GENERAL

JUNE, 1987



DEPARTMENT OF THE SOLICITOR GENERAL

FUNCTIONAL STATEMENTS JUNE, 1987

1 DEPUTY SOLICITOR GENERAL Functions as the permanent administrative head of the Department, translating ministerial policy relating to correctional services, law enforcement and the registration of motor vehicles and drivers into plans and programs aimed at preserving public order, protecting the rights and liberties of all individuals and assisting individuals to reach their maximum potential.

2 ALBERTA RACING COMMISSION Responsible for governing, directing, controlling, and regulating all forms of horse racing in the province, the major portion of the Commission's resources being utilized to supplement purses and encourage the breeding of better stock.

3 DIRECTOR, CORPORATE SERVICES Responsible for the coordination of policy initiatives and new program development respecting matters that have interdivisional, interdepartmental or interjurisdictional relationship. Also responsible for the coordination of all new departmental capital projects.

4 DIRECTOR, PERSONNEL SERVICES Coordinates and implements personnel programs within the Department and acts as personnel consultant for the Deputy Minister and Department managers in terms of interpretation, administration of regulations and policy development.

5 DIRECTOR, SYSTEMS AND INFORMATION SERVICES Responsible for the analysis, design, implementation and technical support of all departmental, operational and management information systems; acts as liaison between the Department and the Information Services Division of Public Works, Supply and Services.

6 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATION Responsible for the delivery of sound fiscal planning, accurate accounting and control of expenditures and revenues, effective purchasing procedures and related support services.

7 ASSISTANT DEPUTY MINISTER, CORRECTIONAL SERVICES Responsible for the coordination, policy direction and administration of programs ensuring the care, custody, treatment and rehabilitation of adult and young offenders, both in custodial facilities and in the community.

8 DIRECTOR, TEMPORARY ABSENCE PROGRAM Responsible for the coordination of the early release program for inmates from provincial correctional centres, including the approval of all temporary absences in excess of five days duration.

9 EXECUTIVE DIRECTOR, AUDITS, STANDARDS AND INVESTIGATIONS Responsible for the independent investigation/review of inmate and staff complaints, inspection of all adult and young offender correctional facilities, the development of provincial standards of service delivery, and the direction and management of investigations and the review of internal investigations at the institutional level.

10 DIRECTOR, PLANNING AND OPERATIONS SUPPORT Responsible for the provision of management information and technical support to senior corrections officials and for assessing the program and planning needs within Correctional Services.

11 REGIONAL DIRECTORS, CORRECTIONAL SERVICES Responsible for the day to day administration of all adult correctional programs within a geographical region in the province.

12 EXECUTIVE DIRECTOR, YOUNG OFFENDER BRANCH Responsible for the program and policy development and supervises the day to day administration of young offender correctional programs throughout the province.

13 DIRECTOR, LAW ENFORCEMENT Responsible for providing policy and program development to the Minister, the Deputy Minister, and senior police and municipal officials in the areas of crime prevention, standards of police service and police relations within the community, and for the coordination of departmental activities involving firearms control, private investigations and security guards.

14 MANAGER, POLICING SERVICES Responsible for policing matters (operational and administrative) which reflect the policing services delivered by all peace officers in the province to the populations they serve.

15 MANAGER, POLICY ANALYSIS AND RESEARCH Responsible for directing the division's research initiatives, preparing policy recommendations and coordinating and managing the Law Enforcement Management System; responds to requests for research activities, and identifies research and policy initiatives that will enhance the delivery of police services.

16 CHIEF, LEGISLATIVE SECURITY Responsible for security activity within the confines of the Legislature Building and for the personal security of the Premier and the Cabinet Ministers, both at the Legislature Building and while on travel status.

17 CHIEF PROVINCIAL FIREARMS OFFICER AND MANAGER, REGULATORY AND ADMINISTRATIVE SERVICES Responsible for the administration, control, enforcement and coordination of the Gun Control Program, the Private Investigators and Security Guards Act, provincial locksmiths, designation of qualified technicians and designated analysts for the purpose of drug, alcohol and blood analysis.

18 ASSISTANT DEPUTY MINISTER, MOTOR VEHICLES Responsible for the coordination, policy direction and administration of programs for the licensing of drivers and motor vehicles, regulating terms and conditions for the possession of an operator's licence.

19 CHAIRMAN, DRIVER CONTROL BOARD Reviews drivers' records based on recommendations from judges or the Assistant Deputy Minister, Motor Vehicles, and may prescribe terms and conditions for the possession or suspension of an operator's licence and remedial education or treatment.

20 DIRECTOR, DRIVER MANAGEMENT Responsible for the management of the licence enforcement, driver education and driver assessment programs.

21 DIRECTOR, MANAGEMENT SERVICES Responsible for the management and coordination of policy and planning initiatives, research and program audits and standards.

22 DIRECTOR, PROGRAM SERVICES Responsible for ensuring that systems support is maintained on a provincial basis for all computerized transactions handled in relation to vehicle registrations and operators licences; provides direction to the prorate program.

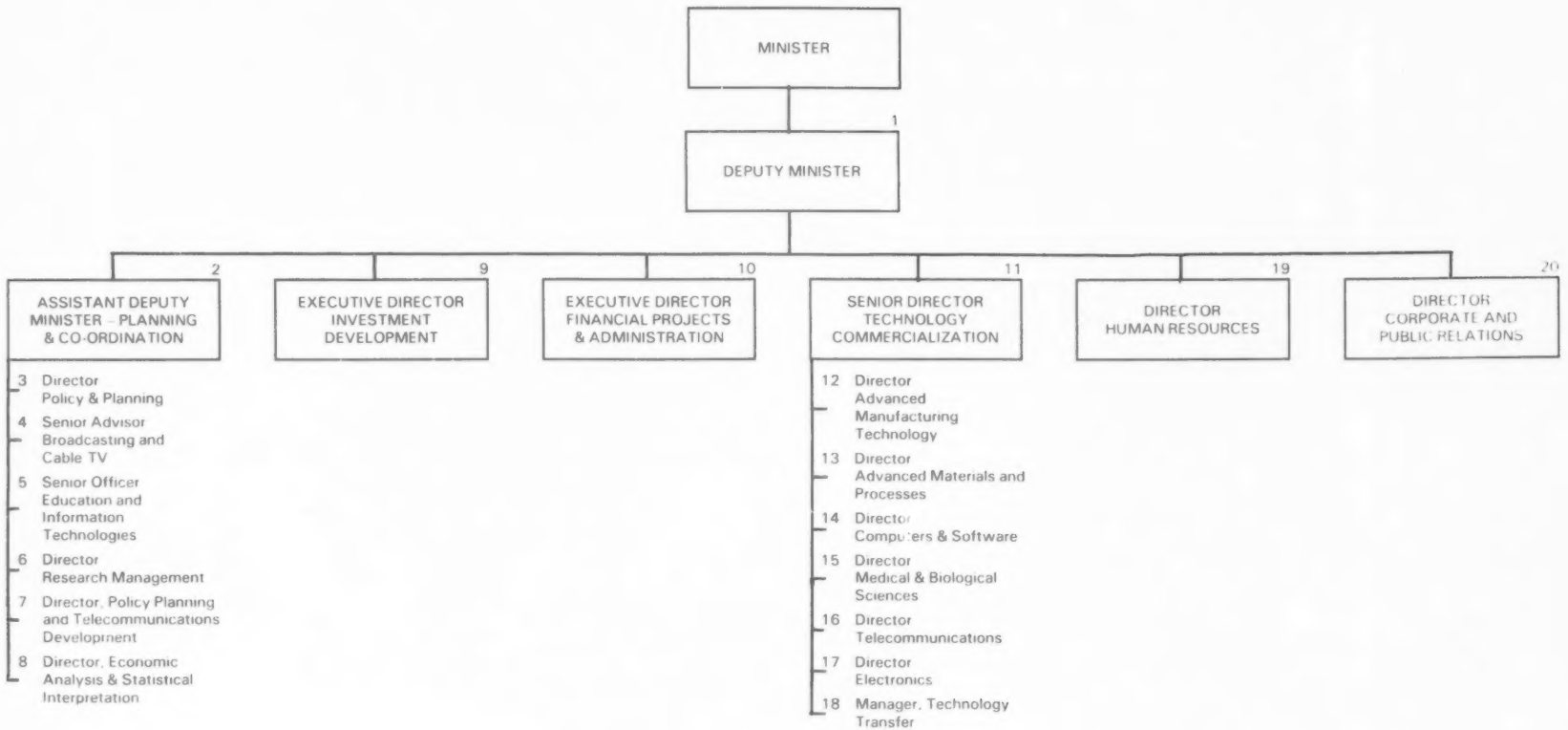
23 DIRECTOR, FINANCE SERVICES Responsible for coordination, direction and implementation of the division's financial systems, procedures, policies and internal controls, and for all accounting and control functions for the Motor Vehicle Accident Claims Fund.

24 REGIONAL DIRECTORS, NORTH AND SOUTH Responsible for the operation of programs intended to ensure the proper application of legislation and the management of data related to the licensing of motor vehicles and motor vehicle operators, and for the coordination of the vehicle and operator programs through a province-wide network of licensing and examining offices.

Alberta

TECHNOLOGY, RESEARCH
AND TELECOMMUNICATIONS

JUNE, 1987



DEPARTMENT OF TECHNOLOGY, RESEARCH AND TELECOMMUNICATIONS

FUNCTIONAL STATEMENTS -- JUNE, 1987

1 DEPUTY MINISTER - Responsible for the management and administration of the department in order to carry out the Government's economic diversification programs and strategies through advanced technologies by encouraging research, development, commercialization and transfer of high technologies in the province, and as well the Government's commitment in providing and developing communication systems and information services to all Albertans.

2 ASSISTANT DEPUTY MINISTER - PLANNING & CO-ORDINATION - Responsible for the development of technology, science, research and telecommunication policy and programs and monitor research and development in the leading-edge technology industries.

3 DIRECTOR, POLICY & PLANNING - Responsible for directing, organizing, controlling and managing activities involving sectoral planning for advanced technology industries, trade, scientific exchanges, intellectual property, contract research studies, as well as planning, policy analysis and program development for the broadcasting, cable television and educational communication sectors.

4 SENIOR ADVISOR, BROADCASTING AND CABLE TV - Responsible for strategic planning, policy analysis, formulation of policy options and providing professional advice to senior departmental management on issues affecting the development of the broadcasting and cable TV industry segment of the Alberta communications sector. Also responsible for administration of science and technology exchange agreements.

5 SENIOR OFFICER, EDUCATION AND INFORMATION TECHNOLOGIES - Responsible for strategic planning, policy analysis, formulation of policy options and providing professional advice to senior departmental management on education broadcasting and cablecasting, and the development and application of new technologies in educational communications.

6 DIRECTOR, RESEARCH MANAGEMENT - Responsible for the scientific and technological assessment of projects funded by the department. Participates in technology and research policy negotiations and is a key resource to the Minister and senior departmental staff on a wide variety of leading edge technologies.

7 DIRECTOR, POLICY PLANNING AND TELECOMMUNICATIONS DEVELOPMENT - Responsible for policy development in the telecommunications sector ensuring Albertans are served with high quality, reliable and affordable telecommunications systems and services.

8 DIRECTOR, ECONOMIC ANALYSIS & STATISTICAL INTERPRETATION - Responsible for the analytical and planning functions which underlies the department's program and policy development. These responsibilities include extensive macro-economic analysis and the formation of long-term objectives and strategies for the department.

9 EXECUTIVE DIRECTOR, INVESTMENT DEVELOPMENT - Responsible for participating in trade fairs and expositions to identify opportunities and actively seek foreign investment in Alberta; performs feasibility studies to determine new investment areas and conducts missions to assist Albertans in seeking new technologies.

10 EXECUTIVE DIRECTOR, FINANCIAL PROJECTS & ADMINISTRATION - Responsible for the financial evaluation of funding requests and investment proposals and the monitoring of existing financing projects to ensure that funding and project performance criteria are met; responsible for the administration of the department's accounting and financial reporting, financial management and office automation systems.

11 SENIOR DIRECTOR, TECHNOLOGY COMMERCIALIZATION - Responsible for the implementation, administration and evaluation of the Government's economic diversification programs and strategies with specific responsibility for the development of new products and processes and the transfer of research and technology from Alberta's universities and institutes to the private sector.

12 DIRECTOR, ADVANCED MANUFACTURING TECHNOLOGY - Responsible for assisting Alberta companies in the understanding and use of advanced engineering technologies and processes such as robotics, lasers, quality control, and industrial engineering.

13 DIRECTOR, ADVANCED MATERIALS AND PROCESSES - Responsible for assisting in the development of the understanding and application of Alberta's industry of advanced materials and processes, such as advanced polymers and composites, ceramics, and specialty metals.

14 DIRECTOR, COMPUTERS AND SOFTWARE - Responsible for assisting in the development of Alberta's computer and software industries such as artificial intelligence, expert systems, software, peripherals, data processing and associated components.

15 DIRECTOR, MEDICAL & BIOLOGICAL SCIENCES - Responsible for assisting in the development of Alberta's medical and biological sectors by identifying companies and key technologies which have the potential to be developed in the province.

16 DIRECTOR, TELECOMMUNICATIONS - Responsible for assisting in the development of Alberta's telecommunications industry by developing policies and programs to assist in the diversification and growth of this key high tech industry.

17 DIRECTOR, ELECTRONICS - Responsible for assisting in the development of Alberta's electronics industry by developing policies and programs to assist in the diversification and growth of new technologies.

18 MANAGER, TECHNOLOGY TRANSFER - Responsible for commercializing inventions, technology knowledge, artistic creations and other forms of intellectual property generated by public institutions, companies and private individuals in Alberta.

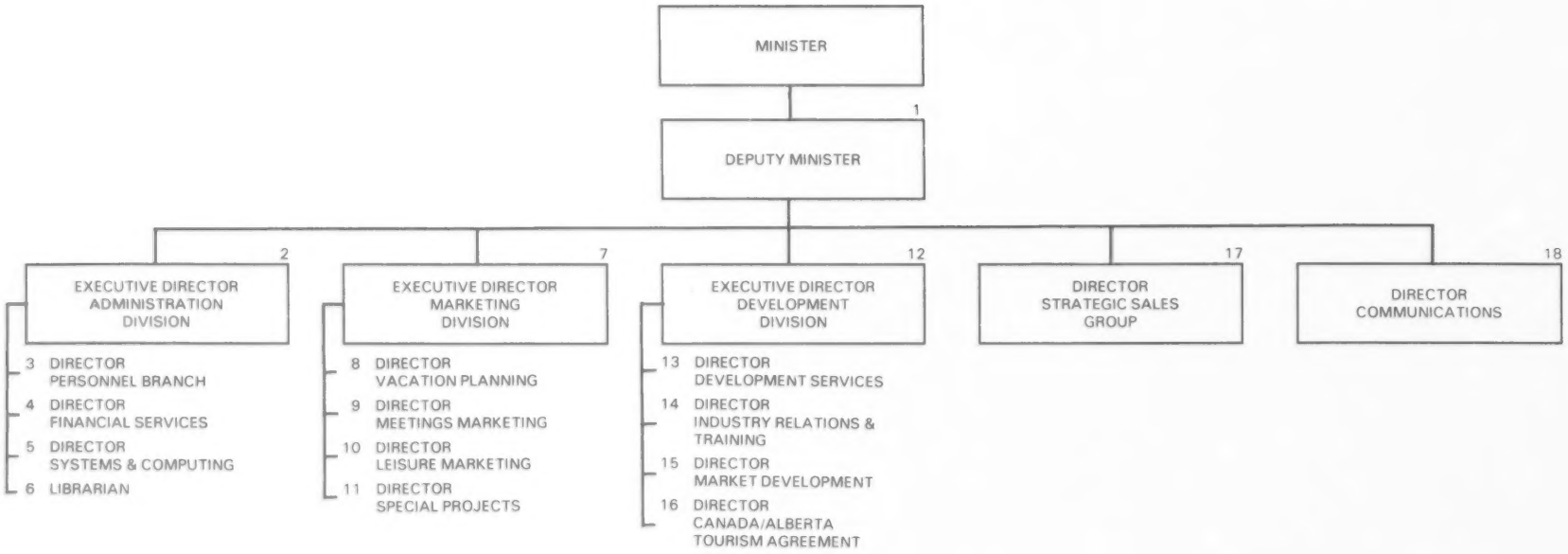
19 DIRECTOR, HUMAN RESOURCES - Responsible for the organization and administration of the personnel program and for providing consultant services to departmental managers and staff on personnel regulations and policies.

20 DIRECTOR, CORPORATE AND PUBLIC RELATIONS - Responsible for developing and maintaining a comprehensive program in all facets of communications to private and public sectors, including information dissemination, advertising and public relations.

Alberta

TOURISM

JUNE, 1987



DEPARTMENT OF TOURISM

FUNCTIONAL STATEMENTS – JUNE, 1987

1 DEPUTY MINISTER – Administers, coordinates and controls the departmental functions fostering the growth and viability of the tourism sector of the Alberta economy.

2 EXECUTIVE DIRECTOR, ADMINISTRATION DIVISION – Responsible for the overall planning, direction and coordination of department financial, administrative, personnel, legal, system, library and communications services.

3 DIRECTOR, PERSONNEL BRANCH – Responsible for the comprehensive personnel service of staffing, position classification, staff development, employee relations, occupational health and safety, pay and benefits; facilitates conformance with personnel legislation, policies, procedures, regulations and collective agreements.

4 DIRECTOR, FINANCIAL SERVICES – Responsible for the development, maintenance and monitoring of financial standards, systems and controls to ensure compliance with relevant legislation, Treasury and department policies, procedures and guidelines, and generally accepted accounting principles as well as being responsible for the budgeting, revenue and disbursement accounting support to the department.

5 DIRECTOR, SYSTEMS AND COMPUTING – Responsible for the planning, development, implementation and maintenance of all department management information systems, including departmental records management.

6 LIBRARIAN – Provides and maintains a collection of resource materials such as books, periodicals and audio visual items, which relate to department activity.

7 EXECUTIVE DIRECTOR, MARKETING DIVISION – Responsible for the development of marketing programs in accordance with the policies of the overall Alberta Tourism marketing strategy.

8 DIRECTOR, VACATION PLANNING – Provides for the distribution of Travel Alberta literature and the operation of Travel Alberta information centres, counselling and enquiry services.

9 DIRECTOR, MEETINGS MARKETING – Manages the development of marketing related to meetings and conventions, incentive travel and special interest tours.

10 DIRECTOR, LEISURE MARKETING – Manages the development of trade and consumer based marketing programs to potential visitors who seek an experience in adventure touring, skiing or general sight-seeing in the province.

11 DIRECTOR, SPECIAL PROJECTS – Responsible for the development and execution of an In-Province Resident Tourism Campaign as well as the co-ordination of the department's involvement with the XV Olympic Winter Games.

12 EXECUTIVE DIRECTOR, DEVELOPMENT DIVISION – Responsible for the development and direction of a comprehensive province-wide program in tourism destination area and site specific planning, facility and product development, and the implementation, evaluation and improvement of tourism hospitality standards; responsible for research and analysis of the tourism industry and the new Canada/Alberta Tourism Agreement.

13 DIRECTOR, DEVELOPMENT SERVICES – Responsible for the development of regional, community, and site specific planning tourism planning, liaison with the private sector in the development of tourism facilities, product development, and the improvement and maintenance of tourism facility standards in the province.

14 DIRECTOR, INDUSTRY RELATIONS AND TRAINING – Responsible for generating and maintaining effective operating relations between Alberta Tourism and the various travel-related associations, and upgrading the level of professionalism in the tourism industry through training and awareness programs.

15 DIRECTOR, MARKET DEVELOPMENT – Responsible for analyzing, monitoring and forecasting the performance of the provincial tourism market, and developing a strategic planning framework for penetrating newly identified markets.

16 DIRECTOR, CANADA/ALBERTA TOURISM AGREEMENT – Responsible for implementing the $56.3 million jointly funded program to enhance Alberta's status as a major year-round Canadian and international tourism destination through financial stimulation of private sector initiatives in the areas of tourism development, marketing, training and research.

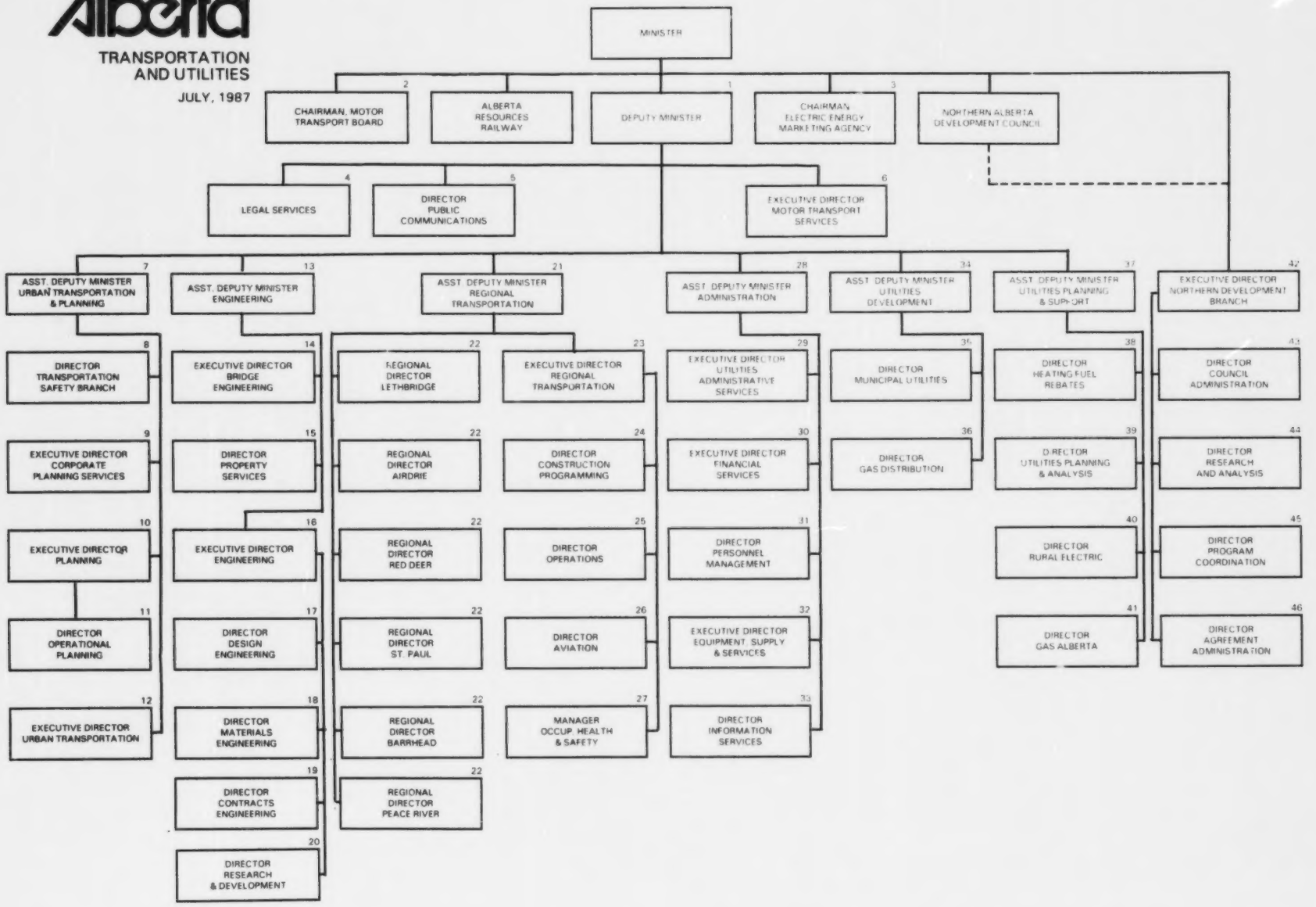
17 DIRECTOR, STRATEGIC SALES GROUP – Plans and implements innovative marketing techniques designed to increase tourism travel and expenditures to the province.

18 DIRECTOR, COMMUNICATIONS – Responsible to the department in the areas of public relations, advertising and information services; provides advisory and technical support for the production of information resources; develops, implements and monitors public communications programs for the department.

Alberta

TRANSPORTATION AND UTILITIES

JULY, 1987



DEPARTMENT OF TRANSPORTATION & UTILITIES

FUNCTIONAL STATEMENTS – JUNE, 1987

1 DEPUTY MINISTER – Manages the Department to ensure the timely development and maintenance of transportation policies, facilities and services, appropriate to the needs of Albertans for the safe and efficient movement of people and products, and the economic and social development of the province; plans, directs, organizes, controls and evaluates the activities of the transportation and utilities segments, recommends policy and legislative changes, and coordinates departmental functions with related agencies and departments.

2 CHAIRMAN, MOTOR TRANSPORT BOARD – Responsible for managing the regulatory system governing intra and extra-provincial transportation within the framework of the Alberta and Federal motor transport acts in the public interest.

3 CHAIRMAN, ELECTRIC ENERGY MARKETING AGENCY – Plans, directs, organizes, controls and evaluates the activities of the Agency, recommends policy and legislative changes, liaises with departments and related industries in carrying out the Agency's legislative mandate, and is an observing member of the Electric Utility Planning Council.

4 LEGAL SERVICES – Provides legal advice and support to the Department, including representation on expropriations, preparation of agreements and assistance in the development of legislation.

5 DIRECTOR, PUBLIC COMMUNICATIONS – Responsible for the analysis of the Department's public communications needs related to its programs and the preparation and execution of planned communications programs to meet those needs.

6 EXECUTIVE DIRECTOR, MOTOR TRANSPORT SERVICES – Responsible for the regulation and control of the weight and dimensions of public vehicles; provides administrative support to the Motor Transport Board.

7 ASSISTANT DEPUTY MINISTER, URBAN TRANSPORTATION AND PLANNING – Responsible for development and implementation of the Urban Transportation Assistance program as well as the long-range systems planning, safety and functional design of provincial highways.

8 DIRECTOR, TRANSPORTATION SAFETY BRANCH – Responsible for development and coordination of safety programs aimed at the reduction of transportation collisions and fatalities using state of the art techniques related to the roadway, the vehicle and the driver.

9 EXECUTIVE DIRECTOR, CORPORATE PLANNING SERVICES – Responsible for corporate management support, including the areas of strategic planning, corporate policy development, program review, transportation system recommendations and priority development, and the traffic engineering information system.

10 EXECUTIVE DIRECTOR, PLANNING – Responsible for coordinating the systems planning, location studies, functional planning and roadside development throughout the province.

11 DIRECTOR, OPERATIONAL PLANNING – Responsible for location studies and functional design for all new proposed highways in the province.

12 EXECUTIVE DIRECTOR, URBAN TRANSPORTATION – Develops policies to recognize the needs and opportunities of urban communities and administers the Urban Transportation Assistance Program.

13 ASSISTANT DEPUTY MINISTER, ENGINEERING – Responsible for the provision of engineering standards and specifications, design contract policy and administration, land acquisition standards and conveyancing, applied research coordination, and technical support for Transportation's roadways, bridge, airport and ancillary programs.

14 EXECUTIVE DIRECTOR, BRIDGE ENGINEERING – Responsible for the standards, direction and performance of the Department's bridge engineering and for planning and delivery of the major bridge construction and maintenance programs.

15 DIRECTOR, PROPERTY SERVICES – Responsible for monitoring and acceptance of right-of-way purchase agreements and payments, initiation of expropriation procedures, managing land inventory, coordinating municipal road closure legislated requirements, and providing legal survey services for departmental programs.

16 EXECUTIVE DIRECTOR, ENGINEERING – Responsible for providing coordinated engineering standards and services for all departmental programs in the areas of contracts, design, materials, and research and development.

17 DIRECTOR, DESIGN ENGINEERING – Responsible for the development, application and monitoring of geometric design standards and the provision of design engineering services supporting all primary highway, secondary road and airport construction programs.

18 DIRECTOR, MATERIALS ENGINEERING – Responsible for geotechnical engineering services, construction quality control testing standards and procedures, the departmental testing laboratory, aggregates supply and management, pavement strength and conditions rating, inventory and monitoring, and pavement design standards and services.

19 DIRECTOR, CONTRACTS ENGINEERING – Responsible for departmental general specifications and roadway and airport construction specifications, construction engineering standards, tender and contract preparations, contract claims administration and for the audit of final estimates.

20 DIRECTOR, RESEARCH AND DEVELOPMENT – Responsible for coordinating and providing direction to the Department's research and development effort including the organization of research projects in areas of engineering and transportation physical development and maintenance.

21 ASSISTANT DEPUTY MINISTER, REGIONAL TRANSPORTATION – Provides senior direction in all aspects of construction programming and operations, budget/program preparation, financial control, and information preparation; responsible for operation and maintenance of provincial highway system, airports, campsites, ferries, and improvement district road networks; provides input and direction for short and long-range planning, and occupational health and safety.

22 REGIONAL DIRECTORS – As the senior departmental representatives within the six geographic regions, are responsible for delivery of all transportation programs; serve

as the prime contacts with the public, municipal governments, private industry, and other government agencies in the regions.

23 EXECUTIVE DIRECTOR, REGIONAL TRANSPORTATION – Responsible for the planning, coordination and management of the delivery of all the departmental programs, primaries, secondaries, airports, municipal programs and ancillary programs, and the maintenance of these facilities.

24 DIRECTOR, CONSTRUCTION PROGRAMMING – Directs the development, scheduling, preparation, and management of the Department's annual capital construction programs, municipal grants programs, and related support services.

25 DIRECTOR, OPERATIONS – Responsible for establishing maintenance standards, and coordinating maintenance programs; ensures equitable distribution of maintenance funds to the regions; provides guidance to regional staff on operational problems, policy direction and interpretation; responsible for the provincial skid resistance program, traffic safety installations, seeding programs, and oversees operation of campgrounds, rest areas, and ferries.

26 DIRECTOR, AVIATION – Responsible for overall management of the Alberta Airport Development Program and establishment of maintenance standards for provincial airport facilities; maintains liaison with other levels of government respecting aviation matters and provides aviation expertise for information requirements within and outside of the Department.

27 MANAGER, OCCUPATIONAL HEALTH AND SAFETY – Responsible for development and management of programs for occupational health and safety, employee safe use of vehicles and equipment, and safety on the worksite.

28 ASSISTANT DEPUTY MINISTER, ADMINISTRATION – Manages and coordinates support services including equipment supply and services, personnel, financial planning and operations, and computer services.

29 EXECUTIVE DIRECTOR, UTILITIES ADMINISTRATIVE SERVICES – Responsible for administering the activities of personnel administration, financial administration, records management, and development and training.

30 EXECUTIVE DIRECTOR, FINANCIAL SERVICES – Responsible for departmental financial planning and budgeting activities, implementation of new financial information systems and enhancement to existing systems, payment of accounts, preparation and distribution of financial reports, and prescribing financial policies and procedures.

31 DIRECTOR, PERSONNEL MANAGEMENT – Responsible for the delivery of advice and service in the following programs: wage, salary and benefits administration; recruitment and selection; position classification; and employee relations, as well as the development and implementation of human resource planning, organizational design and the delivery of the departmental training program.

32 EXECUTIVE DIRECTOR, EQUIPMENT SUPPLY AND SERVICES – Responsible for administering the revolving fund for: the procurement of equipment, construction materials and supplies; management, repair and maintenance of the equipment fleet; and the manufacture of specialized equipment and signs; administers the departmental space requirements, mail, courier, communications, reproduction services, material supply, and fixed assets.

33 DIRECTOR, INFORMATION SERVICES – Responsible for providing data processing services to all branches of the Department, including data conversion, analysis and programming, software support and operation, maintenance of computer systems, word processing, and the record management program.

34 ASSISTANT DEPUTY MINISTER, UTILITIES DEVELOPMENT DIVISION – Plans, develops, controls and directs the implementation of a wide range of provincial policies and programs relating to engineering, financial and operational aspects of municipal, rural and private utilities in the gas, water and sewage utilities fields, and recommends policy, programs and legislative changes.

35 DIRECTOR, MUNICIPAL UTILITIES – Identifies, evaluates and priorizes municipal water and sewage projects eligible to receive provincial grants; administers financial assistance and provides technical assistance and advisory services for municipalities in the planning and implementation of water and sewage projects, and for farmers in the development of farm water transmission systems; provides advisory services to and monitors the activities of water cooperatives.

36 DIRECTOR, GAS DISTRIBUTION – Provides financial and business advice to the rural gas distributors, provides statistical information and conducts financial studies, and administers the grant program for rural gas utility development; responsible for technical regulatory and advisory services related to design, construction and operation of rural gas utilities and pipelines; coordinates a materials quality assurance program, rural gas franchises, and the construction and operation of gas supply facilities.

37 ASSISTANT DEPUTY MINISTER, UTILITIES PLANNING AND SUPPORT – Plans, directs and evaluates the activities of the Heating Fuel Rebates, Planning and Analysis, Rural Electric, and Gas Alberta branches; manages the development of government policies affecting the provision and pricing of those utility services, and recommends policy and legislative changes.

38 DIRECTOR, HEATING FUEL REBATES – Administers programs that reduce the cost of heating fuels for Alberta consumers for select home heating, agricultural and other uses; participates in the development of policies to shield consumers from high fuel costs.

39 DIRECTOR, UTILITIES PLANNING AND ANALYSIS – Provides broad analytical expertise and coordination for the development and evaluation of utilities policies and programs and for planning activities in the utilities sector.

40 DIRECTOR, RURAL ELECTRIC – Administers loans and grant programs and loan guarantees that reduce the cost of electrical services in agricultural and isolated areas; participates in the development of policies for rural electrification; fulfills the duties of Director of Co-operative Activities for rural electric associations.

41 DIRECTOR, GAS ALBERTA – Acts as a broker in negotiating and purchasing natural gas from suppliers for rural gas distributors and offers an optional billing system to these distributors; administers loan guarantees, utility rights-of-way, and other programs and fulfills the duties of Director of Co-operative Activities for rural gas cooper

atives; participates in the development of policies for the brokerage and billing services and other support programs.

42 EXECUTIVE DIRECTOR, NORTHERN DEVELOPMENT BRANCH – Responsible for the planning, organization and implementation of a flexible northern development strategy through provision of administrative and technical support to the Northern Alberta Development Council, analysis of unique conditions of the region, monitoring of delivery of government programs and coordination of special gap-filling projects, including the Canada/Alberta Northern Development Agreement.

43 DIRECTOR, COUNCIL ADMINISTRATION – Responsible for the provision of detailed administrative support to the Chairman of the Northern Alberta Development Council, departmental liaison and follow-up to each brief submitted at council public meetings, and coordination of background material for monthly meetings of council and the selection committee for the Student Bursary Program.

44 DIRECTOR, RESEARCH AND ANALYSIS – Responsible for global research of northern needs, program evaluations and the provision of research, planning, analysis and policy development as requested by the Northern Alberta Development Council.

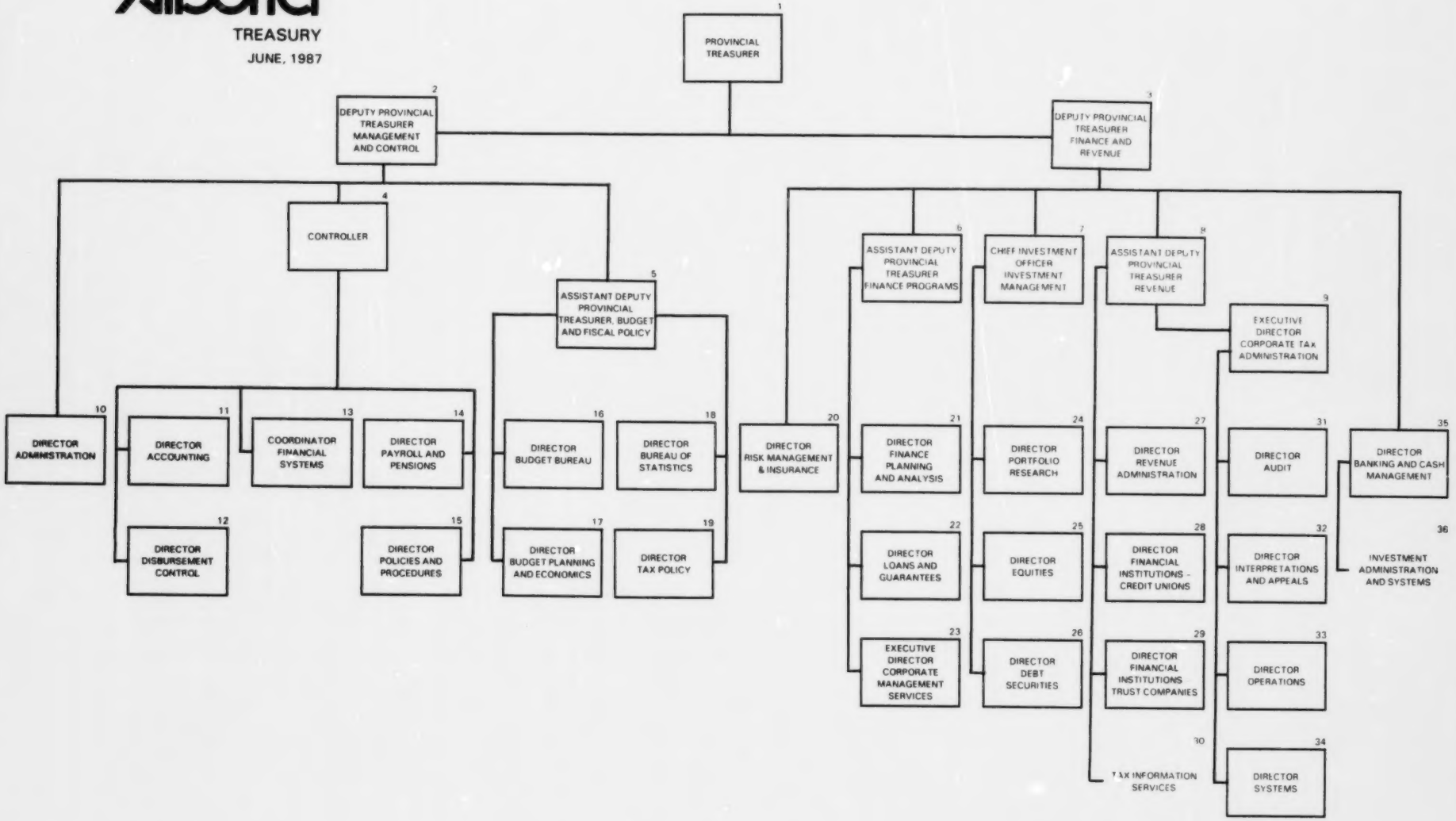
45 DIRECTOR, PROGRAM COORDINATION – Responsible for monitoring program delivery of all government programs within the Northern Alberta Development Council boundary and coordination of program delivery and gap-filling projects in specific instances.

46 DIRECTOR, AGREEMENT ADMINISTRATION – Responsible for the implementation of the Canada/Alberta Northern Development Agreement including management of the application assessment process, project recommendation to the Joint Management Committee and direction of public information, evaluation and financial control procedures.

Alberta

TREASURY

JUNE, 1987



1 PROVINCIAL TREASURER – The Provincial Treasurer, in accordance with provisions of the Financial Administration Act, is responsible for the collection, management, control and reporting of revenue and expenditure; the regulation of Alberta credit unions, trust companies and investment contract companies; borrowings, investments, cash managment; financial and budgetary procedures of the Crown, including the Alberta Heritage Savings Trust Fund; fiscal and economic planning; the development of tax policies and administration of corporate taxation and business incentives; and administration of public sector pension plans.

2 DEPUTY PROVINCIAL TREASURER, MANAGEMENT AND CONTROL – Responsible for financial control and reporting, budget planning and management, intergovernmental fiscal arrangements, tax policy, economic analysis, public sector pensions, and departmental administrative and financial services.

3 DEPUTY PROVINCIAL TREASURER, FINANCE AND REVENUE – Responsible for: revenue and corporate tax administration; risk management and insurance programs; banking operations and administration of the province's financial assets and liabilities including guarantees, borrowing, Crown agency financing, cash management and investment management; the Alberta Heritage Savings Trust Fund; and the regulation of Alberta credit unions, trust companies and investment contract companies.

4 CONTROLLER – Responsible for controlling the receipt and disbursement of public funds, prescribing accounting and financial control policies, keeping or prescribing accounting records and systems, preparing the Public Accounts, and administration of Government pension plans.

5 ASSISTANT DEPUTY PROVINCIAL TREASURER, BUDGET AND FISCAL POLICY – Responsible for: management of the provincial expenditure budget planning, review and approval process; provision of policy research, analysis and recommendations on the province's fiscal, economic, taxation and pension policies; intergovernmental fiscal relations; development of legislation implementing the Government's tax and pension decisions; and management of the Government's central statistical function.

6 ASSISTANT DEPUTY PROVINCIAL TREASURER, FINANCE PROGRAMS – Responsible for: management of the overall planning, administration and arrangement of all non-market investments for the Alberta Heritage Savings Trust Fund; financial and administrative aspects of advances and guaranteed loans; and development of policy and administrative procedures on a broad range of Government financing arrangements including direct and guaranteed borrowing.

7 CHIEF INVESTMENT OFFICER, INVESTMENT MANAGEMENT – Responsible for providing short-term and long-term investment management for various Government accounts, and conducting capital market and investment risk analysis.

8 ASSISTANT DEPUTY PROVINCIAL TREASURER, REVENUE – Responsible for: collection of tax revenues (corporate, fuel, hotel room, tobacco, pari mutuel and insurance); administration of tax incentives; the review of fees and charges, administration of the Alberta Farm Fuel Distribution Allowance and Public Utilities Income Tax Rebates, collection of past due Government receivables; certification of share issues – Alberta Stock Savings Plan, and the regulation of credit unions, trust companies and investment contract companies, and monitoring activities for compliance with the applicable legislation.

9 EXECUTIVE DIRECTOR, CORPORATE TAX ADMINISTRATION – Responsible for: planning, developing and maintaining operational functions related to the administration of Alberta corporate income tax and tax credit programs, the insurance corporations tax and the Alberta Stock Savings Plan eligibility program; and communication of the provisions, procedures and programs under the Alberta Corporate Income Tax Act, the Insurance Corporations Tax Act, and ensuring the quality, effectiveness and timeliness of public contact.

10 DIRECTOR, ADMINISTRATION – Responsible for: providing departmental support services, including a comprehensive personnel service; management of departmental communications, building services, libraries, and legislative tablings; implementation of departmental administrative policies and procedures; management of departmental accounting, budgeting, EDP planning and records management services, internal financial reporting and control, and the central stores facility; and administration of garnishees/third party demands on Government employees and vendors doing business with the Government.

11 DIRECTOR, ACCOUNTING – Responsible for initiation of accounting and financial reporting policy development and approval of policy for implementation throughout the Government, reviewing proposed legislation for accounting and financial reporting implications; maintaining the principal financial records of the Government; preparing interim and annual financial statements; and consolidated financial statements for the province; preparing the Public Accounts and supplementary report of payments by payee and reports of payments as required under the Legislative Assembly Act; administering computer systems for general ledger accounting, revenue accounting and reporting, control of accountable advances, control and reconciliation of issued, negotiated and replacement cheques, and payment reporting by payee.

12 DIRECTOR, DISBURSEMENT CONTROL – Responsible for: examination of disbursements for legality, authority and availability of funds; operation of the central government payment of accounts system, maintenance of payment records and the issuing of cheques; and monitoring of departmental compliance with prescribed standards for financial management and control.

13 COORDINATOR, FINANCIAL SYSTEMS – Responsible for the development, documentation, implementation and maintenance of integrated financial systems for the Office of the Controller and for use by departments, funds and agencies; and coordination of the development and implementation of office automation technology and the operation of financial systems by operating divisions of the Office of the Controller.

14 DIRECTOR, PAYROLL AND PENSIONS – Responsible for operation of the provincial government payroll system, and administration of six government pension plans including the collection of pension contributions and determination and payment of pension benefits.

15 DIRECTOR, POLICIES AND PROCEDURES – Responsible for developing and communicating accounting and financial control policies and procedures, and assisting departments to develop and implement financial control systems and procedures through training and advice.

16 DIRECTOR, BUDGET BUREAU – Responsible for managing the annual expenditure budget planning and review process (General Revenue Fund), providing research, anal-

ysis and recommendations concerning departmental budget proposals, new or changed program policies, Supplementary Estimates, Special Warrants, funding and staff establishment reallocations, and draft legislation and regulations; designing and implementing improved budget methodologies and administrative control policies across government, including those affecting electronic data processing in departments and agencies; provides support to the Secretary to the Treasury Board; and operation of the Government Land Purchase Revolving Fund.

17 DIRECTOR, BUDGET PLANNING AND ECONOMICS – Responsible for: the preparation of the annual budget address; providing forecasts of the Government's fiscal position and analyzing policy options; monitoring in-year performance of the budget plan; conducting economic situtation and outlook assessments of the Alberta, national and international economies; providing macro-economic analysis and policy advice; analyzing intergovernmental financial arrangements and offering policy options; and evaluating and making policy recommendations on pension issues and coordinating positions on social policy issues.

18 DIRECTOR, BUREAU OF STATISTICS – Responsible for: collecting, compiling, analyzing and disseminating economic, demographic and social statistics on Alberta; providing support services; determining and responding to the needs of both public and private sector users, including providing required statistical data for the policy and planning functions of the Alberta Government and the decision-making processes in the private sector; providing methodological assistance to, and coordination of, the existing and proposed statistical activities of government departments; and serving as the focal point for the coordination of statistical activity with Statistics Canada and other provincial statistical agencies.

19 DIRECTOR, TAX POLICY – Responsible for: analyzing the impact of federal and provincial tax policies and recommending Alberta tax measures to serve specific objectives; developing tax legislation; liaising with Revenue Administration regarding the implementation and ongoing administration of tax programs; and providing research, analysis and recommendations on resource revenue proposals.

20 DIRECTOR, RISK MANAGEMENT AND INSURANCE – Responsible for: administration and co-ordination of the Government's insurance and risk management program, including analysis of risk, negotiation for insurance coverage, analysis of contracts and management of government self-insured exposure; assisting and providing specialized risk management and insurance services to provincial agencies; adjudication and settlement of claims; compilation of loss statistics; and analyzing insurance losses and establishing a loss prevention program on a government-wide basis.

21 DIRECTOR, FINANCE PLANNING AND ANALYSIS – Responsible for: providing planning and policy analysis for the Alberta Heritage Savings Trust Fund; preparing quarterly and annual reports of the Heritage Fund; analyzing and developing recommendations on provincial Crown corporation capital budgets, policies, programs, and financing arrangements; preparing offering circulars and prospectuses for the provinces's borrowing program; analyzing proposed project investments and developing recommendations for the extent and form of investment; and undertaking analysis of a range of financial issues.

22 DIRECTOR, LOANS AND GUARANTEES – Responsible for documentation and administration of certain investments under the Alberta Heritage Savings Trust Fund and General Revenue Fund, management of the financial and administrative aspects of the Government's guaranteed loan program, development of policies and regulations respecting guaranteed loans, administration of a variety of advances to funds and agencies, analysis and recommendation of government involvement in loans or guaranteed loans for specific entities, and co-ordination of documentation of direct and guaranteed market borrowings.

23 EXECUTIVE DIRECTOR, CORPORATE MANAGEMENT SERVICES – Responsible for providing accounting, investment and debt management services to the Alberta Resources Railway Corporation, and managing the affairs of the Alberta Municipal Financing Corporation, a non-profit Crown corporation established to assist municipalities and other eligible local authorities to obtain capital funds at the lowest possible cost, and issue debentures of the corporation, guaranteed as to principal and interest by the Province of Alberta, to obtain funds for local authorities at more advantageous rates than could be arranged by municipal governments borrowing independently.

24 DIRECTOR, PORTFOLIO RESEARCH – Responsible for economic research and forecasting for the division, capital market analysis, asset mix monitoring and performance measurement, as well as managing a number of investment portfolios.

25 DIRECTOR, EQUITIES – Responsible for the public equity investing activities of the division including the development of equity strategy and the monitoring of the equity markets, as well as managing a major portfolio.

26 DIRECTOR, DEBT SECURITIES – Responsible for the public debt investing activities of the division including the development of market strategy and the monitoring of the debt markets, as well as managing a number of investment portfolios.

27 DIRECTOR, REVENUE ADMINISTRATION – Responsible for: collecting Alberta consumer taxes including tobacco, fuel, pari mutuel and hotel room; administering the provision and control of the Alberta Farm Fuel Distribution Allowance, the Alberta Domestic Heating Oil Allowance,and the Public Utilities Income Tax Rebate program; administering tax refunds under the Fuel Tax Act and interprovincial tax allocations for railways and carriers; developing and encouraging good collection and receivables management procedures by departments and agencies; operating a central collection service to maximize the recovery of debts owing to the Crown; operating a central revenue deposit service; reviewing and evaluating minor revenue sources such as fees and permits; reviewing credit card acceptance applications by departments to permit purchase of certain goods and services by the public; coordinating the cost accumulation and claiming process under various federal/provincial cost-shared programs; and coordinating and contracting for armoured car services for government departments.

28 DIRECTOR, FINANCIAL INSTITUTIONS – CREDIT UNIONS – Responsible for: the regulation of Alberta credit unions; recommending amendments to legislation and regulation as required; ensuring compliance with legislation by monitoring credit unions and conducting field and desk audits; clarifying and interpreting legislation and policies; investigating; and resolving complaints; and monitoring operating results and the ongoing viability of credit unions.

29 DIRECTOR, FINANCIAL INSTITUTIONS – TRUST COMPANIES – Responsible for: the incorporation and regulation of Alberta trust companies and extra-provincial trust companies under the Alberta Trust Companies Act including amalgamations, dissolutions,

and wind-ups; monitoring their activities through desk and field examinations to determine solvency, ongoing viability, and compliance with applicable legislation; and administering provisions under the Investment Contracts Act.

30 TAX INFORMATION SERVICES - Responsible for: communicating the provisions of the Alberta Corporate Income Tax Act, the Alberta Stock Savings Plan Act, the Fuel Tax Act, the Hotel Room Act, the Tobacco Tax Act and the Pari Mutuel Tax Act to the public through an enquiry response service, and monitoring and reporting enquiry statistics and public comments to senior management; producing and distributing technical and general publications related to Alberta tax statutes, monitoring the quality, accuracy, consistency and timeliness of all external communications; monitoring the internal communications needs of the Revenue Branch; and identifying other communications needs and coordinating the resulting public information process.

31. DIRECTOR, AUDIT - Responsible for carrying out verification of declared income tax and claims for incentive entitlement, and identifying areas where taxpayers have incorrectly declared income for tax purposes or incentive eligibility.

32 DIRECTOR, INTERPRETATIONS AND APPEALS - Responsible for: assisting taxpayers and tax practitioners in the interpretation of the Alberta Corporate Income Tax Act by providing rulings and opinions; responding to objections and appeals made by taxpayers with respect to assessed taxes; and certifying eligibility of stock issues under the Alberta Stock Savings Plan Act.

33 DIRECTOR, OPERATIONS - Responsible for: maintaining tax rolls; processing corporate income tax returns and issuing notices of assessment/reassessment; maintaining taxpayer accounts; processing refunds and taxpayer remittances; collecting outstanding tax accounts; and responding to taxpayer enquiries pertaining to filed tax returns, notices of assessment and statements of account.

34 DIRECTOR, SYSTEMS - Responsible for: providing systems and data processing services to support the administrative, operational and management information systems of the Revenue Branch, and providing administrative and financial services to Corporate Tax Administration.

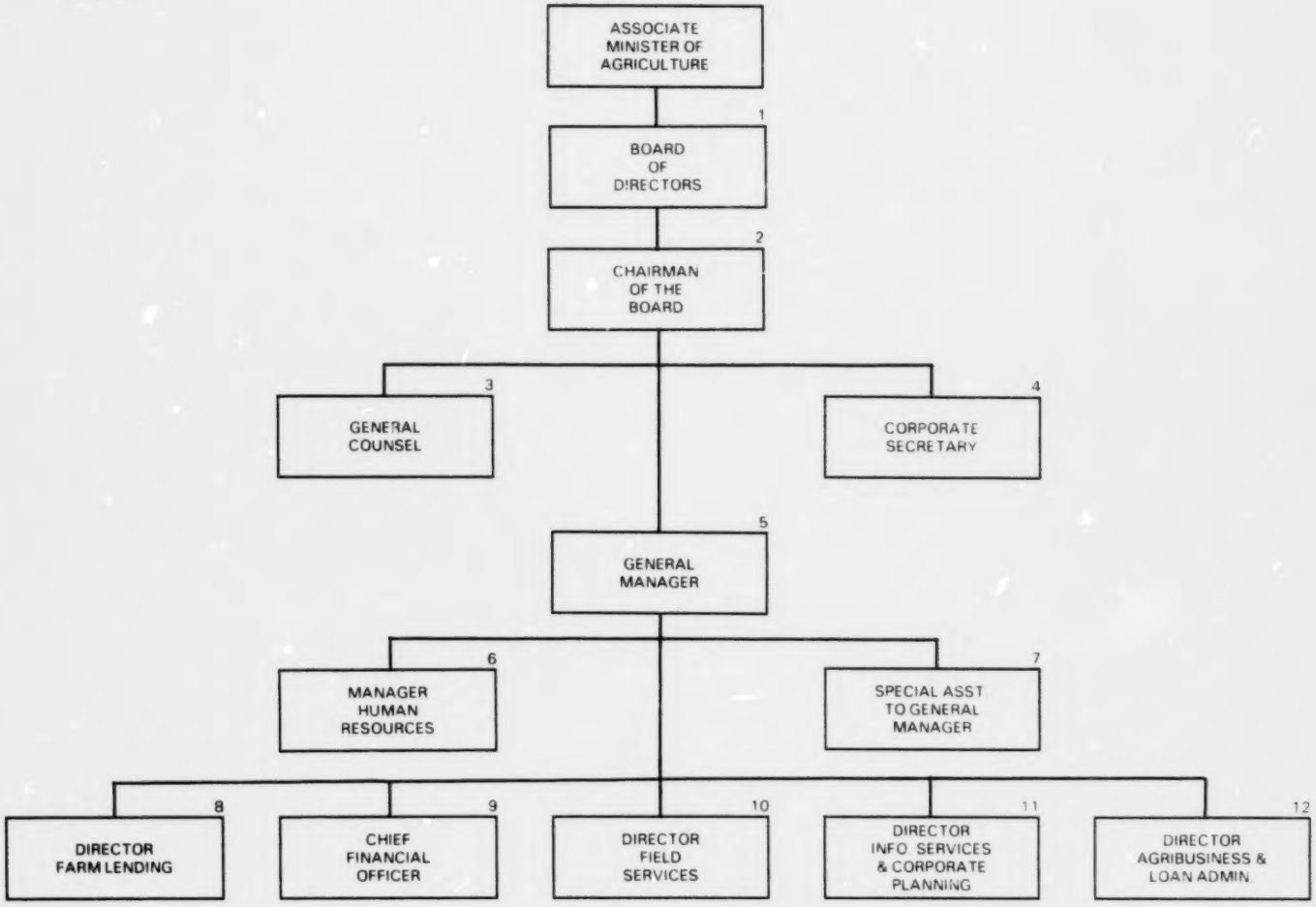
35 DIRECTOR, BANKING AND CASH MANAGEMENT - Responsible for: managing the banking relationships of the Government, including bank accounts and cash management systems, analyzing Government cash flows on short-term (daily and weekly) and medium-term (up to one year); ensuring investment receipts are collected as specified; maintaining a registry or managing trust companies that maintain registers for interest payments on public debt; performing custodial functions for investment portfolios managed by Alberta Treasury; and providing safekeeping services for Government departments.

36 INVESTMENT ADMINISTRATION AND SYSTEMS - Responsible for: developing, operating and maintaining manual and automated finance-related systems; administering and controlling all investment settlement activities, and providing investment control, accounting and information reporting services by operating investment-related computer and manual systems.

Alberta

AGRICULTURAL
DEVELOPMENT CORPORATION

JUNE, 1987



ALBERTA AGRICULTURAL DEVELOPMENT CORPORATION

FUNCTIONAL STATEMENTS — JUNE, 1987

1 BOARD OF DIRECTORS – Responsible for the conduct of the affairs of the Corporation which provides province-wide direct and guaranteed loan programs for farmers and agri-businesses; establishes policies and programs of the corporation and makes policy recommendations to the Minister.

2 CHAIRMAN OF THE BOARD OF DIRECTORS – In conjunction with the Board of Directors, responsible for the development of corporate goals in response to Government objectives and for providing advice to the Minister on policies and programs.

3 GENERAL COUNSEL – Responsible for the preparation of legislation, Orders in Council, Treasury Board minutes, regulations, by-laws and other legal documents, and for advising the Chairman, Board of Directors and other corporate staff with regard to the interpretation of legal matters, documents and procedures.

4 CORPORATE SECRETARY – Serves as the executive assistant to the Chairman of the Board; provides administrative support to the board of directors including meeting administration and minuting of decisions.

5 GENERAL MANAGER – Responsible for the overall management, coordination and control of A.D.C. to ensure policies are implemented and administered in an efficient, effective and consistent manner.

6 MANAGER, HUMAN RESOURCES – Manages and administers all personnel-related programs, including staff training and development, in accordance with policies developed by the Personnel Administration Office.

7 SPECIAL ASSISTANT TO THE GENERAL MANAGER – Serves as the executive assistant to the General Manager and administers special projects.

8 DIRECTOR, FARM LENDING – Directs the Corporation's farm lending programs.

9 CHIEF FINANCIAL OFFICER – Acts as Treasurer and senior financial officer of the Corporation; responsible for preparation of budgets and forecasts, for accounting and internal financial controls, and for provision of office support services.

10 DIRECTOR, FIELD SERVICES – Responsible for the overall management of field units to ensure that lending and collection policies and procedures are administered properly and consistently throughout the province; also has overall responsibility for A.D.C. property management services.

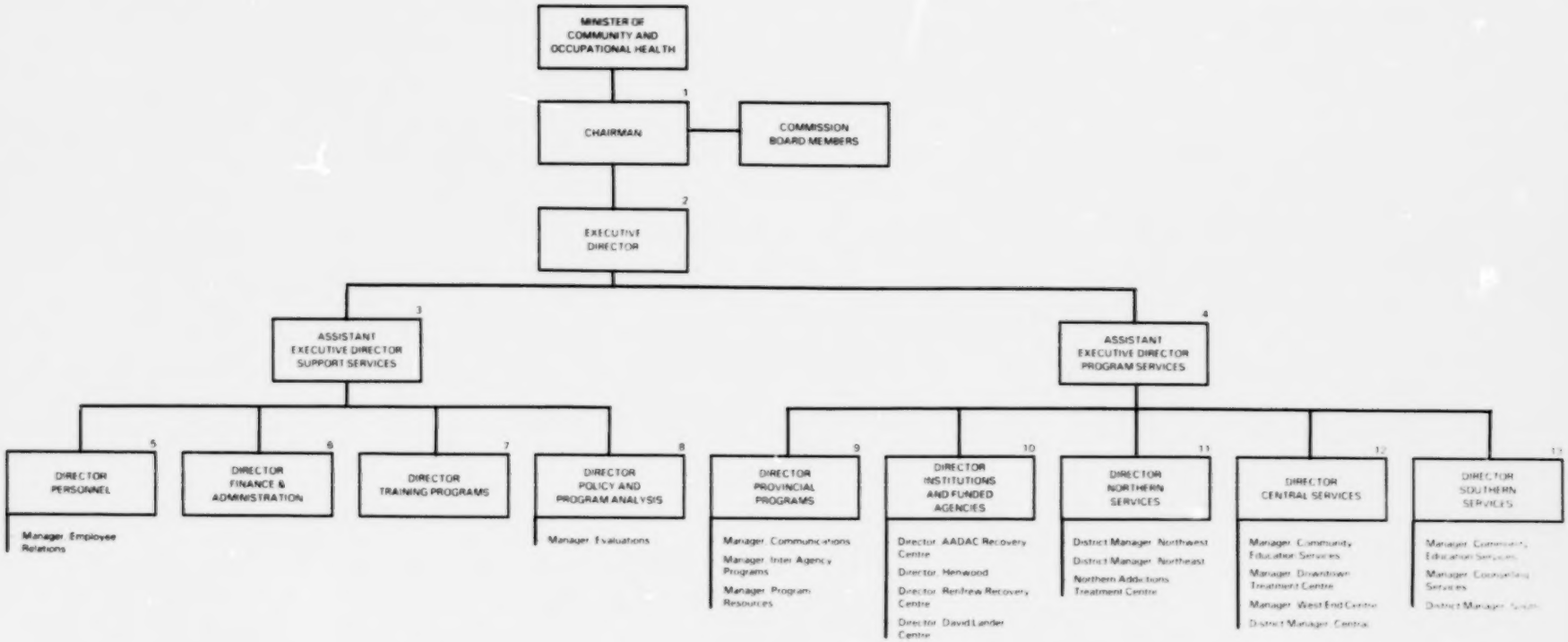
11 DIRECTOR, INFORMATION SERVICES & CORPORATE PLANNING – Responsible for planning, organizing and controlling the electronic data and word processing systems, corporate planning, and research and analysis sections of the Corporation.

12 DIRECTOR, AGRIBUSINESS AND LOAN ADMINISTRATION – Responsible for agribusiness lending programs, for the management of delinquent accounts related to agribusiness and farm lending and for administering the Alberta Farm Development Loan Guarantee Program and related incentives.

Alberta

ALCOHOL & DRUG
ABUSE COMMISSION

JUNE, 1987



ALBERTA ALCOHOL & DRUG ABUSE COMMISSION

FUNCTIONAL STATEMENTS – JUNE, 1987

1 CHAIRMAN – Advises the Minister on matters relating to Commission operations and provides an interface between the Government and the Commission.

2 EXECUTIVE DIRECTOR – As chief executive officer, recommends policy to the Board, executes policy and reports on its success or failure.

3 ASSISTANT EXECUTIVE DIRECTOR, SUPPORT SERVICES – Responsible for directing and coordinating the activities of the four support divisions in the Commission.

4 ASSISTANT EXECUTIVE DIRECTOR, PROGRAM SERVICES – Provides initiative, direction and leadership to directors and managers of five distinct divisions, responsible for carrying out a number of independent programs related to the prevention and treatment of alcohol and drug abuse.

5 DIRECTOR, PERSONNEL – Provides comprehensive personnel services to the program and support areas within AADAC.

6 DIRECTOR, FINANCE & ADMINISTRATION – Provides a complete range of accounting and procurement services to AADAC, including the processing of all revenue and expenditure accounts, auditing of program budgeting, and consultative services to the organization regarding financial matters.

7 DIRECTOR, TRAINING PROGRAMS – Develops and administers training programs to provide learning and developmental opportunities for all AADAC staff members. Determines priorities for the training of community and professional groups and provides and/or coordinates appropriate training.

8 DIRECTOR, POLICY AND PROGRAM ANALYSIS – Provides a range of services including program planning research, management information systems, policy analysis and program evaluation designed to enhance program development and delivery.

9 DIRECTOR, PROVINCIAL PROGRAMS – Responsible for the centralized management of a specific set of AADAC programs which are delivered on a province-wide basis.

10 DIRECTOR, INSTITUTIONS AND FUNDED AGENCIES – Provides addiction services through the delivery of residential addiction treatment programs and facilitation of community based programs.

11 DIRECTOR, NORTHERN SERVICES – Provides addiction services through the delivery of prevention programs, community mobilization efforts, and non-residential treatment services within a large geographic area in northern Alberta.

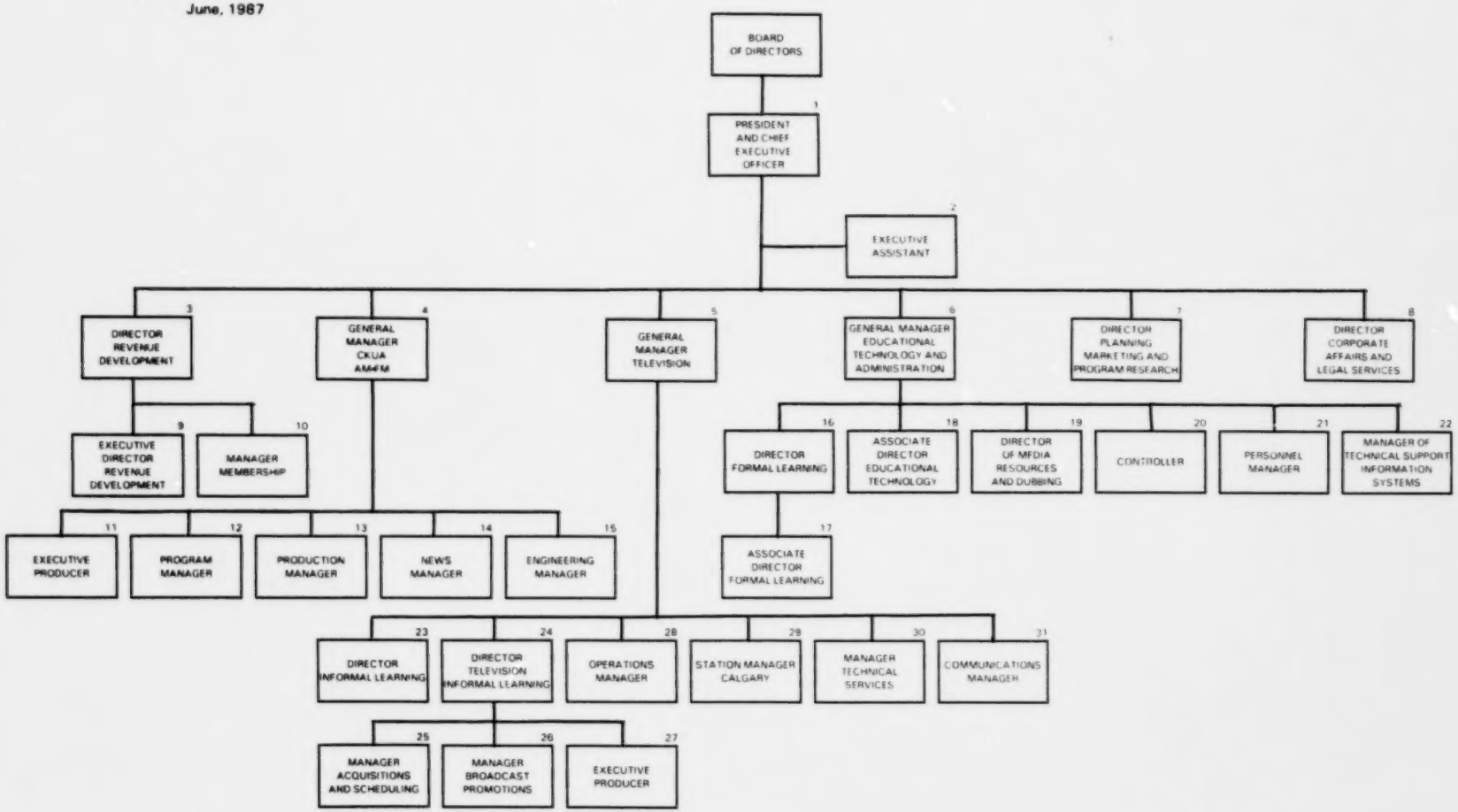
12 DIRECTOR, CENTRAL SERVICES – Provides addiction services through the delivery of prevention programs, community mobilization efforts, and non-residential treatment services within a large geographic area in central Alberta.

13 DIRECTOR, SOUTHERN SERVICES – Provides addiction services through the delivery of prevention programs, community mobilization efforts, and non-residential treatment services within a large geographic area in southern Alberta.

Alberta

EDUCATIONAL COMMUNICATIONS CORPORATION

June, 1987



ALBERTA EDUCATIONAL COMMUNICATIONS CORPORATION

FUNCTIONAL STATEMENTS JUNE, 1987

1 PRESIDENT – As chief executive officer, is responsible to the Board of Directors for the overall management and operation of the affairs of the Corporation.

2 EXECUTIVE ASSISTANT – Responsible for the President's correspondence, office administration and other duties as required, and to the Board of Directors as its secretary.

3 DIRECTOR, REVENUE DEVELOPMENT – Responsible for revenue from sale of corporate products and services, revenue from corporate underwriting and public subscriptions, and income from co-productions and co-acquisitions.

4 GENERAL MANAGER, CKUA AM. FM – Responsible for the administration and coordination of operations, programming and technical services of CKUA AM.FM., the province -wide radio network.

5 GENERAL MANAGER, TELEVISION – Responsible for the administration and coordination of multi-media project development and production, corporate communications and programming and technical services of ACCESS NETWORK television and the province-wide television network.

6 GENERAL MANAGER, EDUCATIONAL TECHNOLOGY AND ADMINISTRATION – Responsible for educational technology, formal multi-media production, financial services, personnel and management information systems.

7 DIRECTOR, PLANNING, MARKETING AND PROGRAM RESEARCH – Responsible for the design, coordination and management of planning, research and evaluation activities concerning products, programs and marketing.

8 DIRECTOR, CORPORATE AFFAIRS AND LEGAL SERVICES – Responsible for the Corporation's legal affairs and liaison with provincial and federal government agencies.

9 EXECUTIVE DIRECTOR, REVENUE DEVELOPMENT – Responsible for procurement of funding for corporate productions, co-productions and co-acquisitions from private and other non-traditional sources.

10 MANAGER, MEMBERSHIP – Responsible for development and implementation of public subscription activities, including coordination of on-air and direct mail promotional campaigns.

11 EXECUTIVE PRODUCER – Responsible for the supervision of the development and production of the Corporation's formal and informal audio programming.

12 PROGRAM MANAGER – Responsible for planning and implementation of the CKUA AM·FM program schedule, principle role programming and supervision of programming and production personnel.

13 PRODUCTION MANAGER – Responsible for coordination of production facilities and supervision of operating staff for CKUA AM·FM.

14 NEWS MANAGER – Responsible for planning and implementing the news and public affairs service for CKUA AM·FM.

15 ENGINEERING MANAGER – Responsible for management and coordination of technical services and staff and evaluation and recommendation for acquisition of new equipment and systems for CKUA AM·FM.

16 DIRECTOR, FORMAL LEARNING – Responsible for the coordination and management of educational strategies and objectives designed to provide optimum utilization of Corporation resources in meeting the educational needs of the formal learning sector.

17 ASSOCIATE DIRECTOR, FORMAL LEARNING – Responsible for development and implementation of project proposals for the formal learning sector.

18 ASSOCIATE DIRECTOR, EDUCATIONAL TECHNOLOGY – Responsible for research and evaluation of alternative computer courseware and software for formal and informal projects and planning, implementation and maintenance of technological projects and joint ventures.

19 DIRECTOR OF MEDIA RESOURCES AND DUBBING – Responsible for the co-ordination and management of the Corporation's program distribution activities, including the operation of the Media Resource and Dubbing Centres.

20 CONTROLLER – Responsible for the development, implementation and maintenance of corporate financial and control systems and procedures, and for project accounting and payroll.

21 PERSONNEL MANAGER – Responsible for the development, implementation and maintenance of corporate personnel procedures, and administration of compensation, performance appraisal, benefits, labour relations and employee relations programs.

22 MANAGER OF TECHNICAL SUPPORT INFORMATION SYSTEMS – Responsible for the development, implementation and maintenance of corporate computerization and information systems.

23 DIRECTOR, INFORMAL LEARNING – Responsible for establishing and maintaining effective liaison with clients and government agencies for development of informal production, co-production and acquisition proposals.

24 DIRECTOR, TELEVISION INFORMAL LEARNING – Responsible for the co-ordination and management of educational strategies and objectives designed to provide optimum utilization of Corporation resources in meeting the educational needs of the informal learning sector.

25 MANAGER, ACQUISITIONS AND SCHEDULING – Responsible for researching, acquisition and renewal of acquisition programming and drafting broadcast schedule for implementation by operating departments.

26 MANAGER, BROADCAST PROMOTIONS – Responsible for development and implementation of the Corporation's broadcast promotion plan and production of interstitial elements, broadcast promotions and program credits.

27 EXECUTIVE PRODUCER – Responsible for planning and establishing media content guidelines, evaluation of feasibility studies and implementation of production activities for authorized formal and informal projects.

28 OPERATIONS MANAGER – Responsible for the coordination and supervision of the studio and mobile services at ACCESS NETWORK – Edmonton.

29 STATION MANAGER – Responsible for coordination, maintenance and utilization of studio and off-site production facilities and personnel and implementation of production activities for authorized formal and informal projects at ACCESS NETWORK – Calgary.

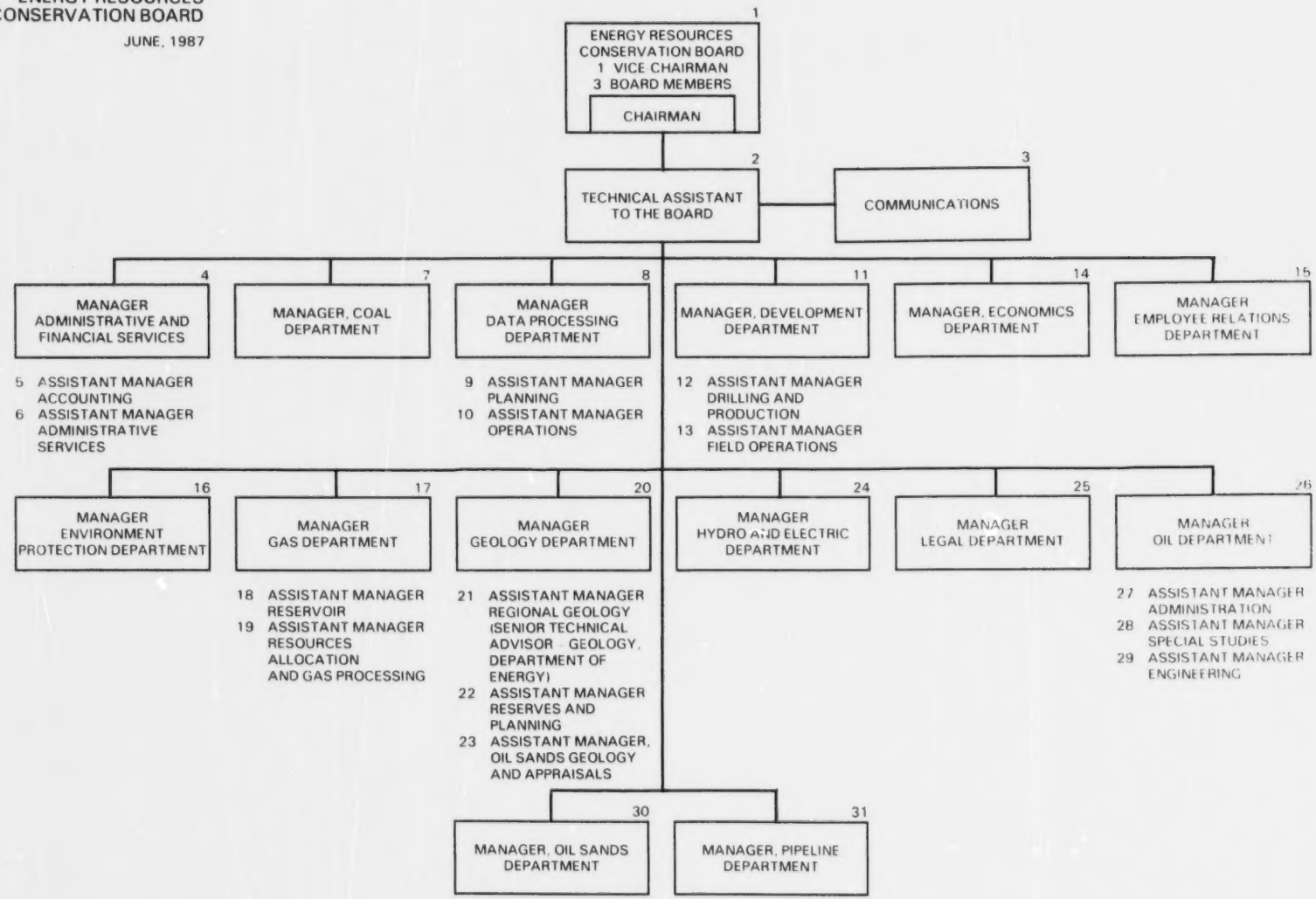
30 MANAGER, TECHNICAL SERVICES – Responsible for the coordination and supervision of technical services and maintenance units at ACCESS NETWORK – Edmonton.

31 COMMUNICATIONS MANAGER – Develops and recommends strategies, plans and assessment tools for corporate, television and radio advertising and promotion and media relations programs; supervises implementation of approved programs.

Alberta

ENERGY RESOURCES CONSERVATION BOARD

JUNE, 1987



ALBERTA ENERGY RESOURCES CONSERVATION BOARD

FUNCTIONAL STATEMENTS – JUNE, 1987

1 THE BOARD – Established by the Energy Resources Conservation Act, issues regulations and orders pertaining to the oil and gas industry, the pipeline industry, the coal industry, the electrical energy industry, and other matters which come within its jurisdiction; conducts inspections, studies, investigations and hearings; prepares reports; collects, summarizes, evaluates and publishes data.

2 TECHNICAL ASSISTANT TO THE BOARD – Assists the Board with a variety of technical and administrative matters.

3 COMMUNICATIONS – Provides communications advice to the Board.

4 MANAGER, ADMINISTRATIVE AND FINANCIAL SERVICES – Administers, co-ordinates and controls the operations of the department which is concerned with all aspects of Board administration including accounting, office services, and revenue collection.

5 ASSISTANT MANAGER, ACCOUNTING – Responsible for the administration of financial accounting, production and well records statistics, and purchasing operations.

6 ASSISTANT MANAGER, ADMINISTRATIVE SERVICES – Responsible for the administration of printing operations, word processing, drafting, library, information services, department systems and procedures.

7 MANAGER, COAL DEPARTMENT – Administers, co-ordinates and controls the department, which is concerned with the conservation of coal resources and with the environmental impact of coal mining.

8 MANAGER, DATA PROCESSING DEPARTMENT – Responsible for the administration of departmental functions, including systems planning and design, program development, and procurement of computer services through outside time-sharing, in-house capabilities and PWSS Calgary Data Centre.

9 ASSISTANT MANAGER, PLANNING – Responsible for planning, systems, programming and new developments.

10 ASSISTANT MANAGER, OPERATIONS – Responsible for operations, graphics and technical support.

11 MANAGER, DEVELOPMENT DEPARTMENT – Responsible for developing, updating and application of policies and regulations regarding the drilling, completion, production and abandonment of wells, and maintenance of environment standards in the corresponding field operations through the activities of the drilling and production and field operations divisions.

12 ASSISTANT MANAGER, DRILLING AND PRODUCTION – Responsible for ensuring the proper location, drilling, completion, and abandonment of wells, specifying and enforcing the Board's requirements for the blowout prevention equipment, casing, cementing, completion, and abandonment of oil, gas and service wells; ensuring proper measurement and reporting of produced and injected fluids, both on a pool and individual well basis; and other matters such as effecting conservation, subsurface disposal of waste liquids and produced water, and approval and surveillance of multizone well completions and common flow lines.

13 ASSISTANT MANAGER, FIELD OPERATIONS – Responsible for ensuring that the provisions of the Oil and Gas Conservation Act, the Pipeline Act, the regulations made under them, and various other requirements of the Board are observed by the industry at the field level, and for ensuring safe operation in drilling, producing, gas processing, and pipeline activities, the accurate measurement of oil, gas and water production and injection, and control of pollution in all aspects of field operations.

14 MANAGER, ECONOMICS DEPARTMENT – Administers and co-ordinates cost/benefit, social impact and other economic analysis, the compilation of statistics and the preparation of forecasts for population projection and demand and supply of oil, gas, coal and electric energy, and prepares the monthly oil proration order.

15 MANAGER, EMPLOYEE RELATIONS DEPARTMENT – Responsible for recruitment, training, development and employee relations, including the administration and review of personnel policies, salaries, benefits, working conditions, educational assistance, health and safety.

16 MANAGER, ENVIRONMENT PROTECTION – Responsible for development and administration of environmental regulations and policies pertaining to drilling, production, gas processing and pipeline operations, for co-ordination of environmental activities jointly involving the Board, government departments or agencies and industry, and for Chemical Research Laboratory operations.

17 MANAGER, GAS DEPARTMENT – Responsible for administration of the Department, including determining the reserves and deliverability of gas, natural gas liquids and sulphur, for regulating the processing of gas, and for assisting the Board in matters related to industrial development permits and gas removal from the province.

18 ASSISTANT MANAGER, RESERVOIR – Responsible for the reservoir engineering work of the Gas Department, particularly the evaluation of pool reserves and deliverability and optimization of recovery.

19 ASSISTANT MANAGER, RESOURCES ALLOCATION AND GAS PROCESSING – Responsible for matters related to gas plant approvals, conservation of produced gas, forecasting of production and deliverability of Alberta gas and co-products and permits for the removal of gas or the industrial use in Alberta of gas and other energy resources.

20 MANAGER, GEOLOGY DEPARTMENT – Administers, co-ordinates and controls the operation of the Department which is responsible for all aspects of geological work, including the determination of pay and markers at wells, the identification and mapping of gas, crude oil and crude bitumen occurrences, the investigation of submissions dealing with such occurrences, the determination of well intervals eligible for benefits under the subsisting government incentive programs, and the operation of the Core Research Centre, and participates in hearings.

21 ASSISTANT MANAGER, REGIONAL GEOLOGY (SENIOR TECHNICAL ADVISOR – GEOLOGY, DEPARTMENT OF ENERGY) – Assumes responsibility for the work conducted by the regional section of the Geology Department; participates in hearings; assists the manager in discharging specific administrative responsibilities, including the implementation of policies on the submission and release of well data; responsible for a variety of continuing technical work required by the division, for co-ordinating

and allocating such work to appropriate Board staff, and for liaising with staff of the division and with industry.

22 ASSISTANT MANAGER, RESERVES AND PLANNING – Co-ordinates and broadly directs the gas and crude oil reserve work undertaken in each district; investigates major reserve submissions; liaises with other departments and industry on reserve matters; participates in selected hearings; allocates working space and equipment to staff, determines future staff requirements and plans for space expansion; directs the supervision of the clerical group; administers the Department's technical proficiency program, and assists the manager in discharging specific administrative responsibilities, including the preparation of budgets.

23 ASSISTANT MANAGER, OIL SANDS GEOLOGY AND APPRAISALS – Co-ordinates and broadly directs oil sands geological interpretational and resource appraisal work; investigates major oil sands submissions, manages and directs computerized formation evaluation operations; liaises with the Data Processing Department on computer hardware and software developments and with certain provincial agencies and the Oil Sands Department on oil sands matters of mutual concern; assists the manager in budget preparation, and participates in hearings.

24 MANAGER, HYDRO AND ELECTRIC DEPARTMENT – Administers the Department operations to ensure the efficient and economic development in the public interest of the electric utility industry in Alberta.

25 MANAGER, LEGAL DEPARTMENT – Provides legal advice and assistance to the Board, counsel to Board and Board staff at hearings and before the court and acts as chairman of an applications and advisor group which advises the Board on routine applications.

26 MANAGER, OIL DEPARTMENT – Co-ordinates and administers the Department which is concerned with conservation, correlative rights and documentation of basic information respecting conventional crude oil reserves and production rates.

27 ASSISTANT MANAGER, ADMINISTRATION – Responsible for administration of oil well allowables, maximum rate limitations, oil reserve records, concurrent production and oil well drilling spacing units regulations, forecasts of oil productive capacity, surveillance of enhanced recovery and concurrent production schemes in conventional crude oil pools.

28 ASSISTANT MANAGER, SPECIAL STUDIES – Provides a service function to the other sections of the Oil Department and the Board, involving reservoir simulation, petrophysics, reservoir fluid properties and other studies.

29 ASSISTANT MANAGER, ENGINEERING – Responsible for estimating and establishing oil reserves and maximum rate limitations, appraisal of concurrent production schemes, enhanced recovery schemes, oil well drilling spacing units applications, and review of operational enhanced recovery schemes in conventional crude oil pools.

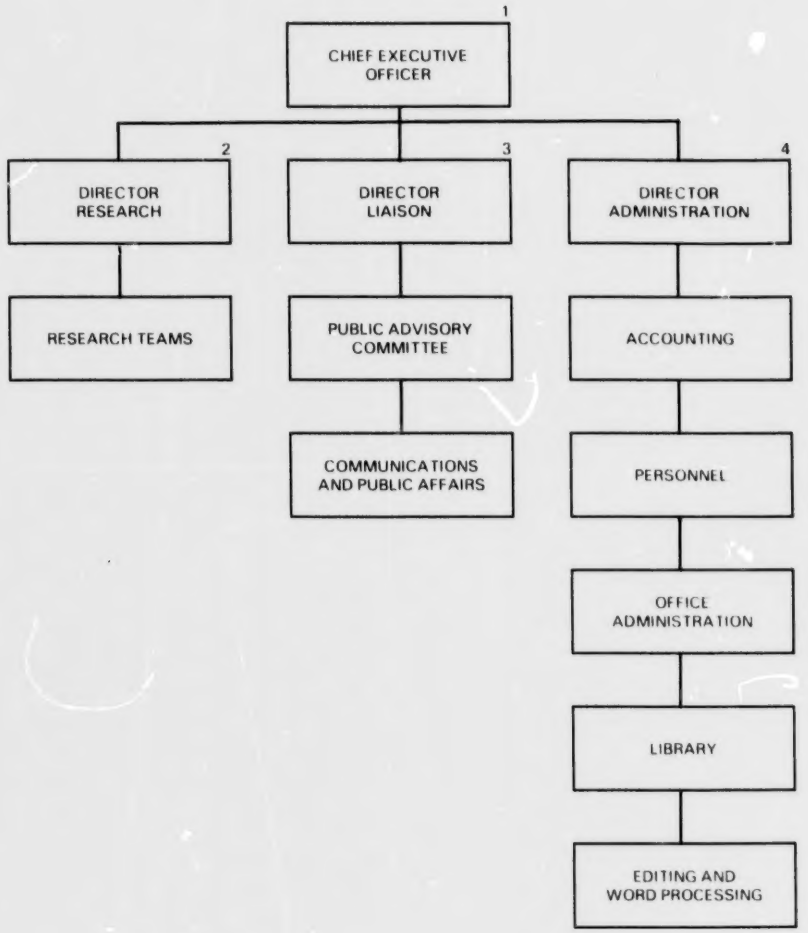
30 MANAGER, OIL SANDS DEPARTMENT – Responsible for the administration and control of the Department which assesses oil sands applications and reserves, and maintains surveillance of operating schemes.

31 MANAGER, PIPELINE DEPARTMENT – Administers the Department, which is concerned with the economic, orderly and efficient development in the public interest of pipeline facilities in Alberta, the observance of safe practices in the construction and operation of pipelines, and the environmental impact of pipeline construction and operation.

Alberta

ENVIRONMENT
COUNCIL

JUNE, 1987



ENVIRONMENT COUNCIL OF ALBERTA

FUNCTIONAL STATEMENTS – JUNE, 1987

1 CHIEF EXECUTIVE OFFICER – Exercises the power of the Council and performs the duties and functions of the Council, and is a member and vice-chairman of panels constituted by the Lieutenant Governor in Council.

2 DIRECTOR, RESEARCH – Directs research officers and is responsible for the scientific activities of the Council.

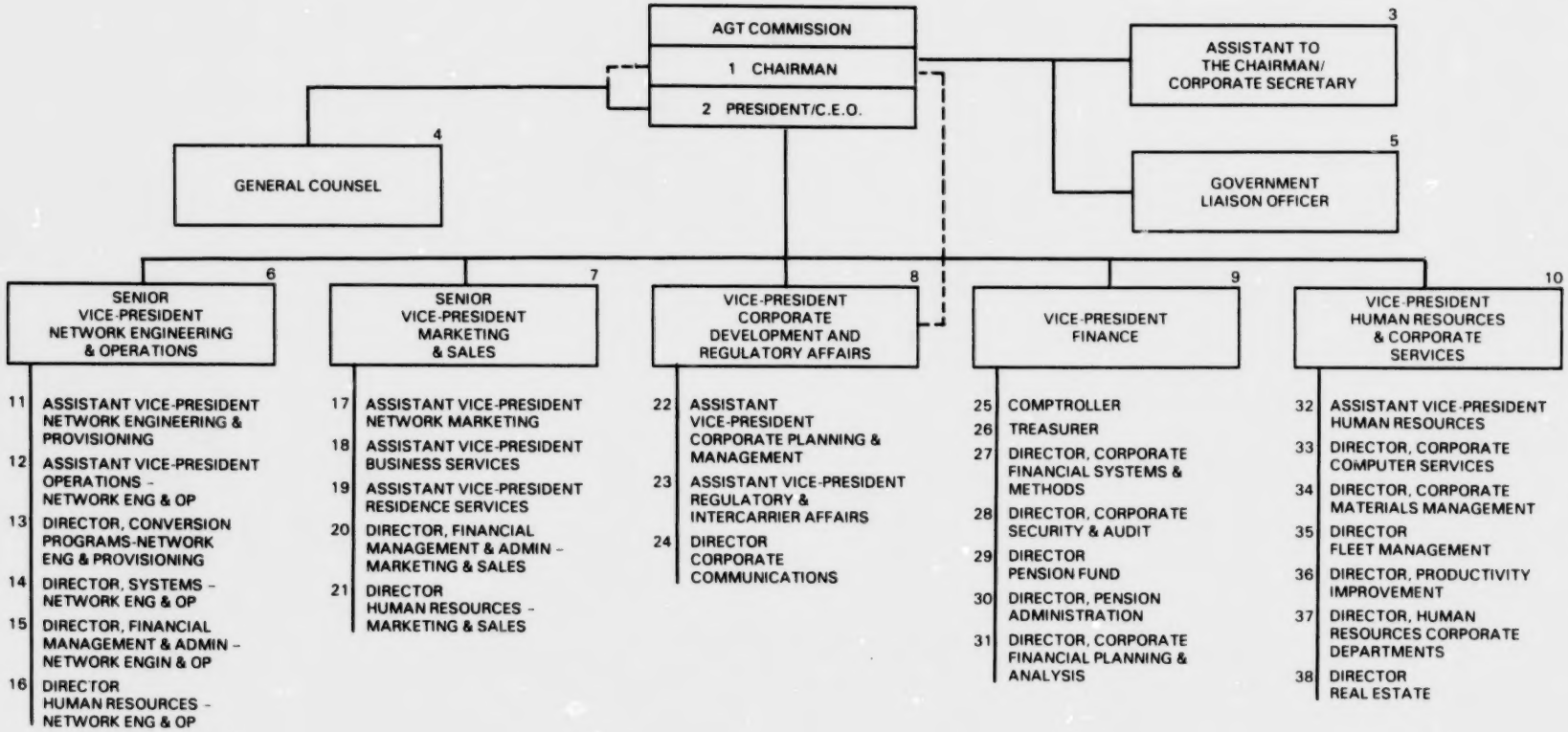
3 DIRECTOR, LIAISON – Directs assistance to the Public Advisory Committees; responsible for communications, public relations, and public affairs.

4 DIRECTOR, ADMINISTRATION – Directs and supervises the administrative systems – financial, accounting, personnel, editing, and word processing functions.

Alberta

GOVERNMENT TELEPHONES COMMISSION

JUNE, 1987



1 CHAIRMAN Responsible for the overall effectiveness of, and relationships with, the AGT Commission; accountable to the Commission for overall financial and operating results. Responsible to the Lieutenant Governor in Council through the Minister of Technology, Research and Telecommunications, interprets policy directives and ensures their implementation; provides guidance, assistance and support to the President with respect to the management of AGT.

2 PRESIDENT/CHIEF EXECUTIVE OFFICER Responsible for organizing, directing and controlling the ongoing business activities of all operating entities and corporate functions within AGT, in the areas of Marketing & Sales, Network Engineering & Operations, Corporate Development & Regulatory Affairs, Finance, Human Resources & Corporate Services, and Legal; accountable to the Chairman for the overall performance of AGT.

3 ASSISTANT TO THE CHAIRMAN/CORPORATE SECRETARY Serves in a corporate executive support role to the Chairman in the administration of the business of the AGT Commission and ATI Boards of Directors; acts as a prime resource to the Chairman on policy issues and significant matters to be addressed by the Commission, the ATI Boards, and the Board of Directors of Alta Can Telecom Inc. and NovAtel Communications Limited; acts as Corporate Secretary.

4 GENERAL COUNSEL Acts as corporate legal counsel in the practice of "preventative law" and providing legal counsel as required to all levels and divisions of the organization, including contract formulation and negotiation, direct legal advice and counsel, and interpretation of the findings and recommendations provided by outside counsel; engages outside counsel as required.

5 GOVERNMENT LIAISON OFFICER Serves in a corporate executive support role in the administration of business between AGT and the Alberta Government and municipal governments; a prime resource to the Chairman on AGT issues and significant matters involving the Minister of Technology, Research and Telecommunications and the Government in general.

6 SENIOR VICE-PRESIDENT, NETWORK ENGINEERING & OPERATIONS Provides overall direction and leadership to the timely and cost effective design and installation of AGT's toll and local services networks, consistent with market, service and operating requirements, and ensures that toll, switching and operator services optimize cost and service effectiveness.

7 SENIOR VICE-PRESIDENT, MARKETING & SALES Provides and delivers the leadership and capability to position AGT competitively and profitably, short and long term, in network and terminal markets for residential and business customers, within overall corporate policies and strategies.

8 VICE-PRESIDENT, CORPORATE DEVELOPMENT & REGULATORY AFFAIRS Plays a senior critical role for the Corporation, with substantive direct support to the President, Chairman and Commission in the development, integration and execution of long and short-term corporate strategies and plans and effective relationships with regulatory agencies, Telecom Canada, other carriers, and the general public in Alberta and at large. This position plays a key functional role in assisting the Chairman of the Corporate Management Committee.

9 VICE-PRESIDENT, FINANCE Serves as chief financial officer of the Corporation; provides the senior leadership and direction to long and short-term financial planning for the Corporation and its subsidiaries and the timely, accurate and comprehensive development and maintenance of financial reports and analyses to AGT organization entities to support their ability to understand, plan, monitor and control their short and longer term business strategies, plans and financial objectives in a meaningful fashion.

10 VICE-PRESIDENT, HUMAN RESOURCES & CORPORATE SERVICES Provides and ensures the development, recommendation, and overall integration of non-financial support policies, functions and activities to service and support market, technical, operational and corporate functions and activities, to achieve cost effective development, enhancement and maintenance of AGT activities to ensure that market and business oriented managers can achieve their expected plans and results.

11 ASSISTANT VICE-PRESIDENT, NETWORK ENGINEERING & PROVISIONING Directs and coordinates the resources and activities required for the design and installation of the Corporation's toll and local services networks consistent with market, service and operating requirements.

12 ASSISTANT VICE-PRESIDENT, OPERATIONS NETWORK ENG & OP Directs and coordinates the resources and activities necessary for the management, operation and maintenance of the AGT switching and facility network consistent with service and operating requirements, and ensures that operator services are performed at optimum costs and service effectiveness.

13 DIRECTOR, CONVERSION PROGRAMS NETWORK ENGINEERING & PROVISIONING Directs and coordinates the resources and activities to ensure that the ILS, EFRC and modernization programs are priorized, coordinated, scheduled, tracked and monitored to meet a highly volatile direction yet constrained within a given time frame, budget parameters and the guidelines issued by the owner.

14 DIRECTOR, SYSTEMS NETWORK ENG & OP Responsible for directing the provisioning of EDP services to meet the needs of the Engineering & Operations Vice Presidency. The EDP services provided will meet the administrative as well as network alarm, surveillance and control requirements needed to minimize operational costs, maintain network and equipment surveillance and provide the control capability that will allow AGT to maintain and continue to expand its position in the marketplace, plays a critical role in ensuring that data processing services and support within the Vice Presidency are well planned, coordinated and controlled to allow users to utilize the data provided by the systems and ensure that these systems are cost effective and meet the level of service required.

15 DIRECTOR, FINANCIAL MANAGEMENT & ADMIN NETWORK ENG & OP Directs and coordinates the provision of key and unique administrative and financial management services essential to the effective delivery of divisional strategies and objectives.

16 DIRECTOR, HUMAN RESOURCES NETWORK ENG & OP Directs human resource management services and directs the administration of human resource management policies and programs for Business Unit/Cost Centre.

17 ASSISTANT VICE PRESIDENT, NETWORK MARKETING Provides and delivers the leadership and capability to position AGT, competitively and profitably, short and long

term, in network markets for residential and business customers, within overall corporate policies and strategies.

18 ASSISTANT VICE-PRESIDENT, BUSINESS SERVICES - Directs, controls and coordinates the activities of the Business Sales & Services divisions to ensure their approach to the market place is profitable, well organized and planned; oversees the implementation of short and long-term action plans for network, terminal and directory sales and ensures that divisional direction is consistent with overall corporate policies and strategies.

19 ASSISTANT VICE-PRESIDENT, RESIDENCE SERVICES - Directs and coordinates activities and resources to ensure the profitable sale and delivery of service in network and terminal markets for residential and small business customers; ensures that network construction plans are implemented in accordance with engineering standards and requirements and that support services - such as installation and repair methods and technical training - are in place functioning to support the unit's activities.

20 DIRECTOR, FINANCIAL MANAGEMENT & ADMIN - MARKETING & SALES - Directs and coordinates the provision of key and unique administrative, financial management, materials management and systems in support of marketing and sales requirements; may include providing senior financial direction and expertise in the assessment of lease financing alternatives and development of policies and methodologies to administer such a program.

21 DIRECTOR, HUMAN RESOURCES - MARKETING & SALES - Directs human resource management services, the administration of human resource management policies and programs for the Marketing Business Unit/Cost Centre.

22 ASSISTANT VICE-PRESIDENT, CORPORATE PLANNING & MANAGEMENT - Acts as a key member (Secretary) of the Corporate Planning Committee; ensures that high quality directional and strategic planning occur in the Corporation, and is accountable for developing, integrating and executing long and short-term corporate strategies and plans.

23 ASSISTANT VICE-PRESIDENT, REGULATORY AND INTERCARRIER AFFAIRS - Plays a critical role for the Corporation in fulfilling the requirements of the regulatory process and ensuring that the allowed rate of return is realized, in establishing and maintaining effective business relationships with Telecom and other carriers, in gaining an acceptable share of the Telecom Revenue Settlement Plan, and in providing an effective lobby to influence government initiatives in AGT's favour.

24 DIRECTOR, CORPORATE COMMUNICATIONS - Plays a critical role for the Corporation in the development, integration, execution and monitoring of corporate policies and plans relative to public and customer relations, corporate image, media relations and the general interface of the Corporation/executives with the public.

25 COMPTROLLER - Serves as chief accountant of the Corporation; establishes standards and coordinates and monitors all corporate accounting systems, ensuring accuracy and timeliness of processing of financial transactions; oversees the preparation of main corporate financial reports and approves corporate accounting policies; ensures adequate financial controls exist over all AGT assets; provides leadership, direction and support in the development of decentralized and divisional accounting systems, and the development and ongoing enhancement of corporation wide accounting policies and systems.

26 TREASURER - Serves as Treasurer of the Corporation; provides leadership and functional expertise in the development and administration of cash management, risk management, credit management and tax liability administration, ensuring appropriate policies, procedures and systems are in place to maximize overall risk exposure for AGT and its direct subsidiaries.

27 DIRECTOR, CORPORATE FINANCIAL SYSTEMS & METHODS - Responsible for preparing the Department's systems plan for the development of manual and mechanized financial systems; directs the management of department projects to develop and implement financial systems to meet user needs; directs the maintenance and enhancement of existing financial systems, to keep them operational and to allow them to meet the changing needs of the users; directs the development, implementation, maintenance and enhancement of policies and methods associated with manual or mechanized financial systems.

28 DIRECTOR, CORPORATE SECURITY & AUDIT - Responsible for security investigations, electronic data processing security, and protection of systems assets; and investigates such problems as toll fraud, theft, damage to property, bomb threats, and annoyance and obscene calls. The audit mandate is to review each AGT, joint venture and subsidiary company operation at least once every five years.

29 DIRECTOR, PENSION FUND - Assumes responsibility and accountability for the investment of AGT trust funds including the AGT Pension Fund, ATI Pension Fund, the AGT Sinking Fund and the AGT Group Life Trust Account.

30 DIRECTOR, PENSION ADMINISTRATION - Provides leadership and direction in the administration of the AGT pension scheme in accordance with legislation and Pension Board bylaws and directives.

31 DIRECTOR, CORPORATE FINANCIAL PLANNING & ANALYSIS - Recommends on all corporate financial policies; develops and manages the financial planning, reporting and performance analysis and external corporate financial reporting functions for AGT and its direct subsidiaries to ensure that internal financial and management reports are provided in a sufficient degree of timeliness, accuracy and relevance to support management's ability to plan, monitor, review and coordinate their respective management areas as necessary for effective program delivery and profitable operations.

32 ASSISTANT VICE-PRESIDENT, HUMAN RESOURCES - Ensures the provision of a full range of corporate human resource policies and services including human resource planning and organizational development, classification and administration, compensation, corporate personnel records, industrial relations, occupational health and safety, and employee communications; acts as a key functional interface with decentralized human resource management.

33 DIRECTOR, CORPORATE COMPUTER SERVICES - Responsible for supplying EDP services to AGT; plays a critical role in ensuring that data processing efforts within the company are well planned, coordinated and controlled (through EDP standards) in order to have AGT's systems and facilities continue to operate coherently in the future.

34 DIRECTOR, CORPORATE MATERIALS MANAGEMENT - Provides and ensures the development of policies and guidelines and the adherence to them by the corporate and the decentralized materials management groups; directs purchasing, warehousing and inventory control activities for all goods and services handled by corporate materials management function; also directs the provisioning of all internal support services.

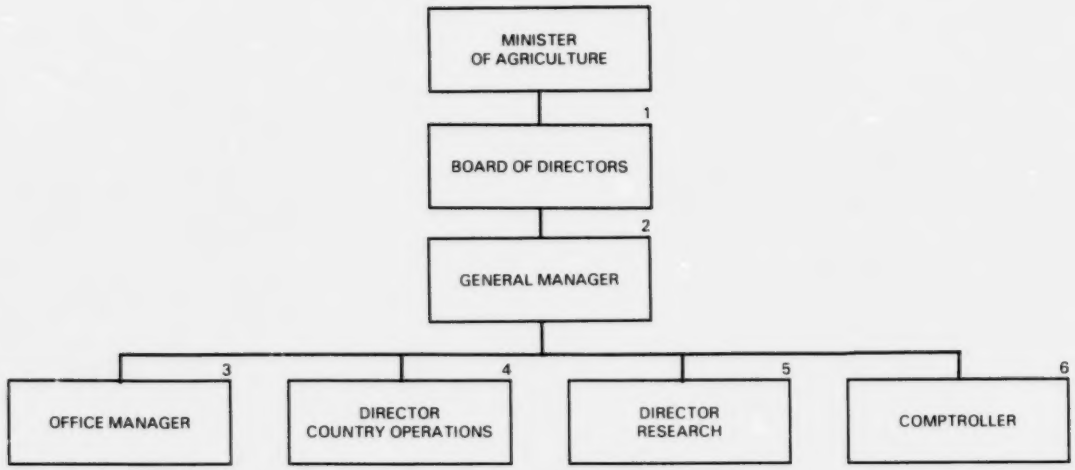
35 DIRECTOR, FLEET MANAGEMENT - Directs activities and resources to ensure that policies, procedures and programs are in place and functioning for cost effective procurement, maintenance and operation of the corporate vehicle fleet; acts as the key functional interface with divisional resources responsible for vehicle operation.

36 DIRECTOR, PRODUCTIVITY IMPROVEMENT - Acts as a key member (Secretary) of the Productivity Steering Committee and ensures that policies, procedures, systems and resources are in place and available to assess the productivity effectiveness of corporate entities; designs and implements productivity improvement activities and improved management control systems in conjunction with other corporate management, when the need is indicated; maintains and disseminates accurate and comprehensive data on key productivity indicators to support the management decision-making processes.

37 DIRECTOR, HUMAN RESOURCES - CORPORATE DEPARTMENTS - Directs human resource management services and directs the administration of human resource management policies and programs for the Corporate Business Unit/Cost Centre.

38 DIRECTOR, REAL ESTATE - Provides the overall direction for the planning, design, construction, maintenance and building security of all AGT buildings and towers; directs the acquisition/disposal of all real property, and the effective marketing/leasing of associated office and commercial/retail space.

Alberta
HAIL AND CROP
INSURANCE CORPORATION
JUNE, 1987



ALBERTA HAIL AND CROP INSURANCE CORPORATION

FUNCTIONAL STATEMENTS JUNE, 1987

1 BOARD OF DIRECTORS - Responsible to the Associate Minister of Agriculture for the administration of the Hail and Crop Insurance Act, the purpose of which is to provide farmers with hail insurance and "all-risk" crop insurance, for establishing programs aimed at meeting the needs of grain producers and, in accordance with Government policy, for regular review of the operations of the Corporation, and for hearing claim appeals.

2 GENERAL MANAGER - Directs and coordinates day to day operations; develops, implements and evaluates programs; selects and supervises management personnel; and is responsible for investment policy.

3 OFFICE MANAGER - Responsible for office administration, personnel functions, pay roll, office accommodation; office equipment and purchasing; and short-term investments.

4 DIRECTOR, COUNTRY OPERATIONS - Plans and directs country operations including marketing and adjusting, and oversees six regional supervisors who, in turn, supervise the 53 regional offices.

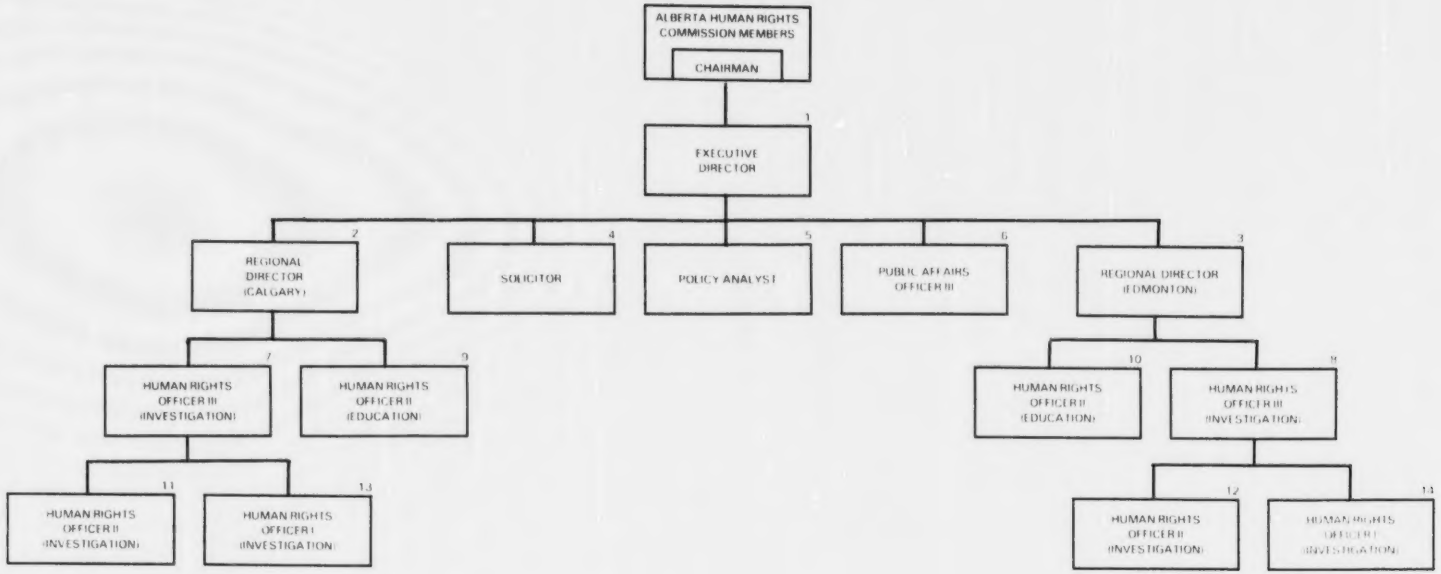
5 DIRECTOR, RESEARCH - Responsible for setting and reviewing coverages and rates, soil classification, maintaining statistical records, and developing and implementing programs for additional crops.

6 COMPTROLLER - Sets and maintains financial controls, plans and directs accounting procedures, and manages staff responsible for systems development, data processing and processing of applications and claims.

Alberta

HUMAN RIGHTS
COMMISSION

JUNE, 1987



ALBERTA HUMAN RIGHTS COMMISSION

FUNCTIONAL STATEMENTS – JUNE, 1987

1 EXECUTIVE DIRECTOR – In conjunction with the Human Rights Commission Chairman and members, the Executive Director participates in the development of Commission policy and is responsible for directing the activities of the Commission staff.

2 & 3 REGIONAL DIRECTORS – Plan, direct and coordinate the research, investigative and educational activities of the Commission in a region; provide administrative direction in the regional offices.

4 SOLICITOR – Advises the Commission on all legal matters pertaining to Commission business; represents the Commission before Boards of Inquiry and before the Courts.

5 POLICY ANALYST – Responsible for a continuing analysis of human rights policies and practices and for arranging public participation in policy formulation.

6 PUBLIC AFFAIRS OFFICER III – Responsible for the management of the public affairs program of the Commission, including advertising, news releases and production of the Alberta Human Rights Journal and annual report.

7 & 8 HUMAN RIGHTS OFFICER III (INVESTIGATION) – Organize and coordinate investigative activities in a major region; supervise implementation of policies and procedures; and have responsibility for training of investigative staff in the region.

9 & 10 HUMAN RIGHTS OFFICER II (EDUCATION) – Promote the aims and objectives of the Individual's Rights Protection Act through developing and presenting public education materials and programs.

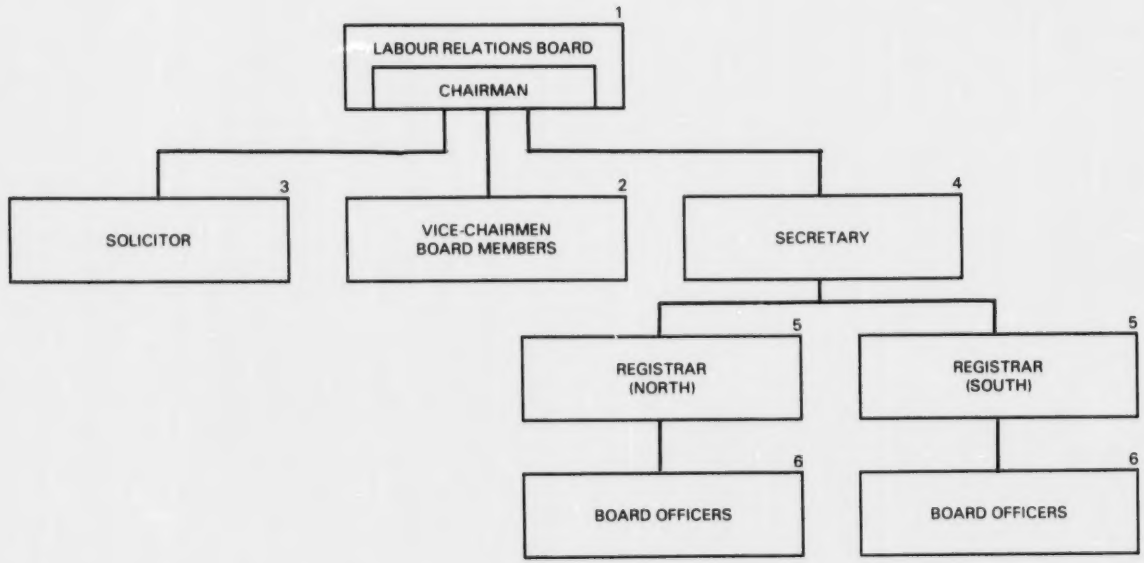
11 & 12 HUMAN RIGHTS OFFICER II (INVESTIGATION) – Perform similar work to the Human Rights Officer I, but at a greater level of complexity and with greater independence of action exercised.

13 & 14 HUMAN RIGHTS OFFICER I (INVESTIGATION) – Assist with the enforcement of the Individual's Rights Protection Act by conducting investigations of complaints of discriminatory behaviour and by attempting to conciliate just settlement.

Alberta

LABOUR RELATIONS BOARD

JUNE, 1987



ALBERTA LABOUR RELATIONS BOARD

FUNCTIONAL STATEMENTS – JUNE, 1987

1 CHAIRMAN – Responsible for the operation of the Labour Relations Board and the administration of the Labour Relations Act; chairs hearings; directs the Board with respect to policy formulation; advises employers, trade unions, and the Government with respect to the Labour Relations Act; serves as the principal administrator and judicial officer of the Board.

2 VICE CHAIRMEN/BOARD MEMBERS – Chair Board hearings; direct the Board through its decision-making process, and are responsible for development and application of all Board policies and practices; direct functions of the Board as delegated during the absence of the Chairman.

3 SOLICITOR – Advises the Board of all legal matters pertaining to its operations; represents the Board in court proceedings respecting Board decisions.

4 SECRETARY – Administers the staff of the Board; liaises with the public, organized labour and industry regarding the Board's activities and policies; provides assistance to the Board and other jurisdictions in matters relating to the policies and procedures of the Board, and is responsible for processing applications.

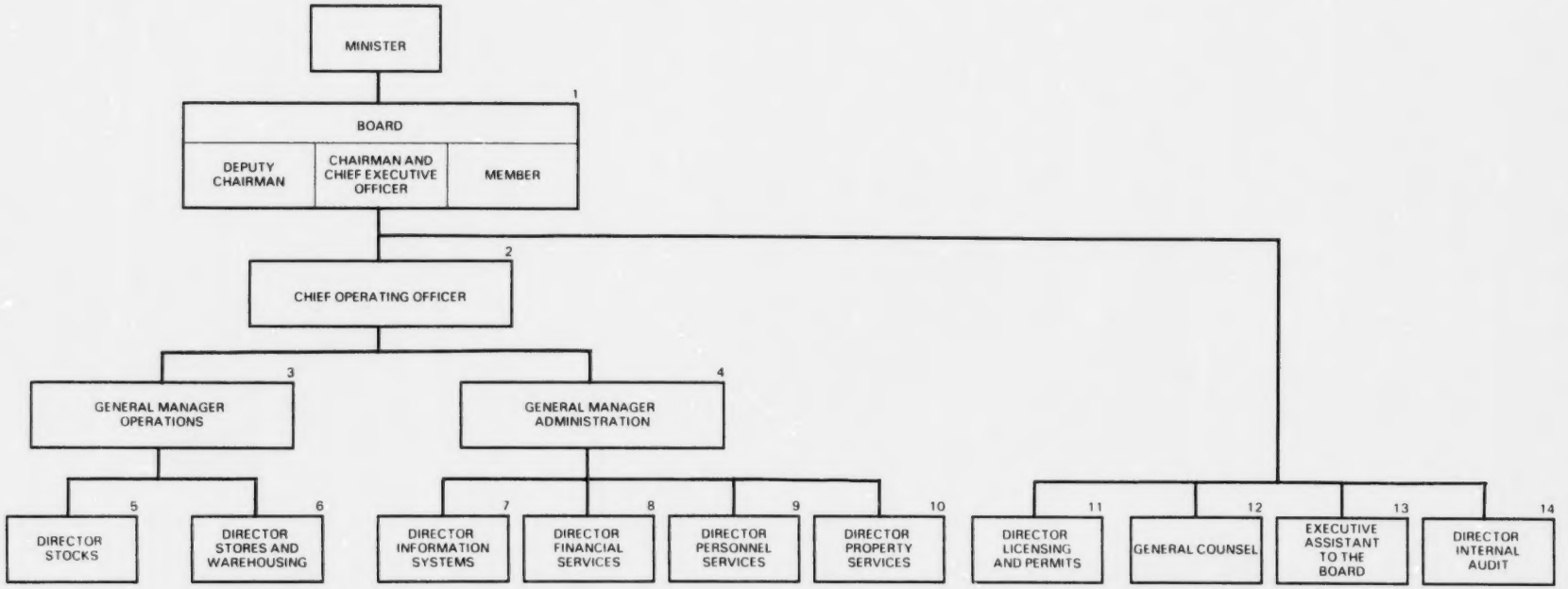
5 REGISTRARS – Responsible for the processing of all applications made to the Board; supervise board officers.

6 BOARD OFFICERS – Investigate the merits of applications before the Board and report findings, investigate complaints alleging unfair labour practices and explain Board policy to affected parties, take statements under oath, conduct votes directed by the Board, and effect settlements within policy and practice of the Board respecting application of the pertinent legislation.

Alberta

LIQUOR CONTROL BOARD

JUNE, 1987



1 CHAIRMAN, DEPUTY CHAIRMAN & BOARD MEMBER – Responsible for the overall administration, coordination and control of all licensing, operational and departmental functions of the Board; administer the Liquor Control Act.

2 CHIEF OPERATING OFFICER – Coordinates and directs all corporate operational activities; interprets Board policy and ensures its implementation throughout the corporation.

3 GENERAL MANAGER, OPERATIONS – Manages and directs the province-wide functions of the Stocks Department and the Stores and Warehousing Department; provides advice and assistance to the Board relevant to these operations, and secures and compiles data as required by the administration of Board policy.

4 GENERAL MANAGER, ADMINISTRATION – Manages and directs the province-wide functions of the financial services, information systems, personnel services and property services departments; secures and compiles data as required by the Board, and provides advice and assistance to the Board on a wide range of matters. Participates in the development, implementation and administration of Board policy.

5 DIRECTOR, STOCKS – Administers the listings and purchases of liquor, wine and beer; acts as a liaison with industry representatives; analyses Board requirements and potential public demand for various products; supervises and controls inventories, sales, movement of merchandise and clearance of stocks in and out of bond.

6 DIRECTOR, STORES AND WAREHOUSING – Responsible for directing the operation of stores and warehouses including the review of policies and decisions affecting these major areas of product distribution; reviews the need for new stores and renovation of existing stores.

7 DIRECTOR, INFORMATION SYSTEMS – Administers the overall activities of the electronic data processing facility, making technical decisions regarding equipment selection and operational decisions concerning systems analysis, operations and the coordination of activities with other departments.

8 DIRECTOR, FINANCIAL SERVICES – Administers the financial requirements of the Board, through the development of sound fiscal policies and procedures, the establishment of responsible budgetary and financial planning processes, the provision of timely financial data reporting systems and methods, and the control of the cash and risk management function.

9 DIRECTOR, PERSONNEL SERVICES – Develops and administers a comprehensive personnel program including negotiating collective agreements, staffing, labour relations, employee relations, training and development, occupational health and safety, and the administration of the collective agreements and official pay plans.

10 DIRECTOR, PROPERTY SERVICES – Directs the development and administration of the Board's leasing, purchase and disposal of real property and the construction of new buildings; responsible for the maintenance, renovation and security of Board properties.

11 DIRECTOR, LICENSING AND PERMITS – Ensures that licensing provisions of the Liquor Control Act and regulations and Board policy are complied with, in relation to licensed premises and permit functions throughout the province; acts as a liaison between law enforcement and municipal agencies and the Board.

12 GENERAL COUNSEL – Acts as corporate secretary; advises the Board and its departments on general legal matters as well as other government agencies and the public on Liquor Control Act; negotiates and drafts commercial contracts, leases and tenders and completes real estate transactions; assists in drafting policy and legislation; performs liaison on several intra- and inter-governmental committees.

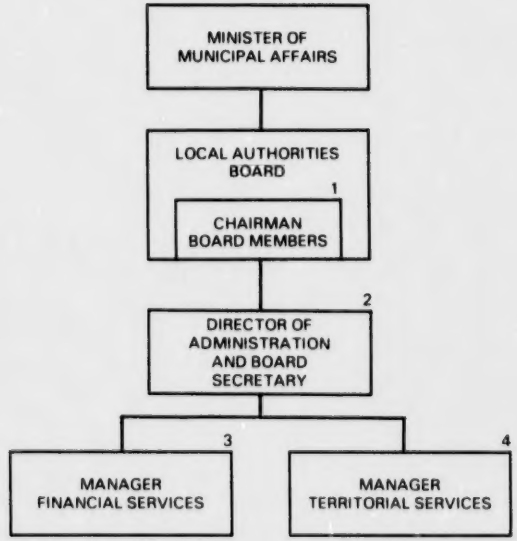
13 EXECUTIVE ASSISTANT TO THE BOARD – Drafts correspondence and briefs for the Board, the Minister and the Chief Operating Officer; secures and compiles material and data as requested; coordinates senior-level meetings and information flow; handles public relations.

14 DIRECTOR, INTERNAL AUDIT – Develops and administers the internal audit functions of the Board; responsible for the audit of all Board operations including stores and warehouses, as well as contracted agents; reviews and assesses internal controls and advises departments.

Alberta

LOCAL AUTHORITIES BOARD

JUNE, 1987



ALBERTA LOCAL AUTHORITIES BOARD

FUNCTIONAL STATEMENTS – JUNE, 1987

1 CHAIRMAN – Chairs meetings and hearings of the Board and acts as chief executive to administer, coordinate and control a program to develop and sustain local autonomy respecting the development of local government in Alberta.

2 DIRECTOR OF ADMINISTRATION AND BOARD SECRETARY – Provides technical, budgeting and administrative services to the Board and to municipalities; ensures the processing of all capital borrowing and territorial applications presented to the Board, and represents the Board to all agencies and local governments.

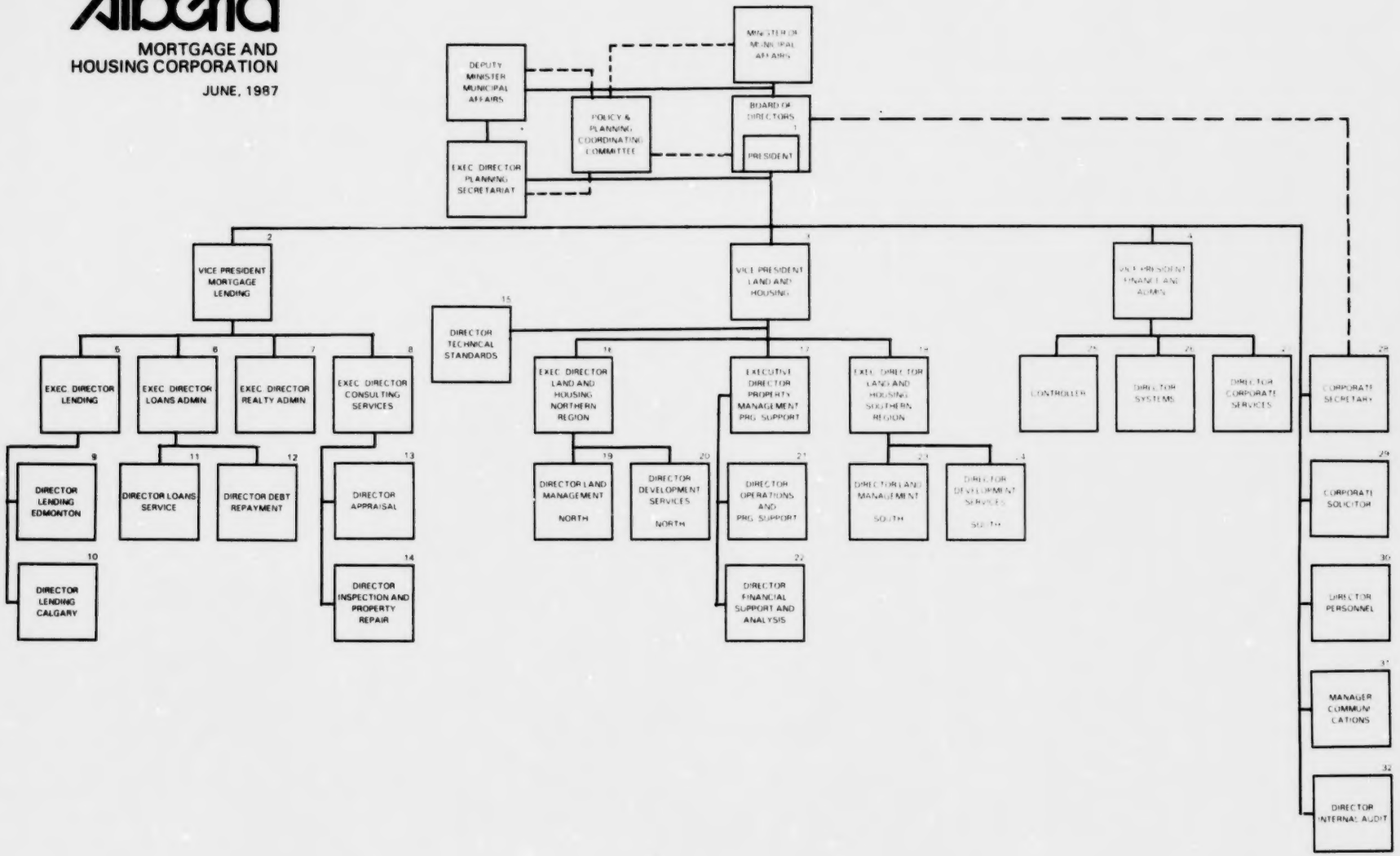
3 MANAGER, FINANCIAL SERVICES – Provides financial and accounting services to the Board and controls all data on debenture issuances.

4 MANAGER, TERRITORIAL SERVICES – Provides technical services to the Board pertaining to all territorial applications.

Alberta

MORTGAGE AND HOUSING CORPORATION

JUNE, 1987



ALBERTA MORTGAGE AND HOUSING CORPORATION

FUNCTIONAL STATEMENTS JUNE, 1987

1 PRESIDENT - Responsible for the administration of the Alberta Mortgage and Housing Corporation Act and the overall management of the Alberta Mortgage and Housing Corporation, as delegated by the Board of Directors; acts as Vice-chairman of the Board of Directors, and as liaison between the administration of the Corporation and the Minister of Municipal Affairs, the Chairman of the Board.

2 VICE PRESIDENT, MORTGAGE LENDING - Responsible for the overall management of the Corporation's lending and mortgage insurance programs, the rental and sale of corporate-owned properties acquired through the lending program, and servicing of the Corporation's loan portfolio.

3 VICE PRESIDENT, LAND AND HOUSING - Responsible for the overall management of land acquisition, planning and construction of projects, and administration of the Corporation's social housing programs throughout the province.

4 VICE PRESIDENT, FINANCE AND ADMINISTRATION - Responsible for the overall management of the Corporation's administrative and financial services, including the provision of capital and operating funds, general office services, and financial accounting for and internal control of all assets, liabilities, revenues and expenses.

5 EXECUTIVE DIRECTOR, LENDING - Responsible for directing lending operations in all branch offices, as well as for the rental and insurance of all corporate-owned properties acquired through the lending program; responsible for new policies and procedures pertaining to branch areas, land development loans, and lending support functions.

6 EXECUTIVE DIRECTOR, LOANS ADMINISTRATION - Responsible for directing the administration of the loan portfolio and for administrative controls to safeguard corporate loan return and security.

7 EXECUTIVE DIRECTOR, REALTY ADMINISTRATION - Responsible for the formulation and implementation of sales and rental policies for corporate-owned properties acquired through the lending program.

8 EXECUTIVE DIRECTOR, CONSULTING SERVICES - Responsible for directing technical and specialist consulting services to the Mortgage Lending Division. This includes ensuring the security of the division's owned/mortgaged/insured portfolio, co-ordination of the division's electronic data processing function, and development of program delivery policies.

9 DIRECTOR, LENDING - EDMONTON - Responsible for managing the rental of properties acquired through the lending program; administers the branch lending functions, including applications under the lending and insurance programs of the Corporation.

10 DIRECTOR, LENDING - CALGARY - Responsible for managing the rental of properties acquired through the lending program; administers the branch lending functions, including applications under the lending and insurance programs of the Corporation.

11 DIRECTOR, LOANS SERVICES - Responsible for managing the administration of the Corporation's single family home and project loans under conventional and special lending programs. Program functions include tax repayment, life insurance, federal/provincial liaison and insurance responsibilities.

12 DIRECTOR, DEBT REPAYMENT - Responsible for managing the debt repayment process through the monitoring of arrears and development of repayment arrangements with homeowners and project owners; also responsible for realizing upon the security and maximizing the Corporation's investment return through settlement or litigation.

13 DIRECTOR, APPRAISAL - Responsible for the provision of appraisal services to the Mortgage Lending Division's mortgaged/insured and owned assets acquired through the lending program.

14 DIRECTOR, INSPECTION AND PROPERTY REPAIR - Manages the quality of and advancement of funds on all repair projects financed by the Mortgage Lending Division; also provides professional and technical expertise to secure, maintain and upgrade corporate-owned properties acquired through the lending program.

15 DIRECTOR, TECHNICAL STANDARDS - Responsible for establishing, monitoring and controlling the technical standards employed in land and housing projects, including developing procedures and testing criteria for construction materials, methods, and cost levels.

16 EXECUTIVE DIRECTOR, LAND AND HOUSING - NORTHERN REGION - Responsible for directing activities related to the acquisition and disposal of lands controlled by the Corporation, and the planning, construction, maintenance and management of land and housing projects for the northern portion of the province.

17 EXECUTIVE DIRECTOR, PROPERTY MANAGEMENT AND PROGRAM SUPPORT - Responsible for providing property management services, program support, and financial services to the regional and branch offices of the Land and Housing Division to ensure consistency throughout the province.

18 EXECUTIVE DIRECTOR, LAND AND HOUSING - SOUTHERN REGION - Responsible for directing activities related to the acquisition and disposal of lands controlled by the Corporation, and the planning, construction, maintenance and management of land and housing projects for the southern portion of the province.

19 DIRECTOR, LAND MANAGEMENT (NORTH) - Responsible for administering all land-related issues in the northern region, including the acquisition and disposal of properties controlled by the Corporation, appraisals, land marketing, and monitoring land programs.

20 DIRECTOR, DEVELOPMENT SERVICES (NORTH) - Responsible for managing the planning, design, and construction of land and housing projects in the northern region.

21 DIRECTOR, OPERATIONS AND PROGRAM SUPPORT - Responsible for preparing program policies and procedures, developing management information systems for the Land and Housing Division, conducting operational research, and managing program co-ordination.

22 DIRECTOR, FINANCIAL SUPPORT AND ANALYSIS - Responsible for providing accounting services to the management agencies and branch offices, preparing financial reports and analyses for the Land and Housing Division, and co-ordinating insurance claims.

23 DIRECTOR, LAND MANAGEMENT (SOUTH) - Responsible for administering all land-related issues in the southern region, including the acquisition and disposal of properties controlled by the Corporation, appraisals, land marketing, and monitoring land programs.

24 DIRECTOR, DEVELOPMENT SERVICES (SOUTH) - Responsible for managing the planning, design, and construction of land and housing projects in the southern region.

25 CONTROLLER - Responsible for directing the Corporation's financial services, the provision of capital and operating funds, and financial accounting for and the internal control of all assets, liabilities, revenues and expenses.

26 DIRECTOR, SYSTEMS - Responsible for directing the Corporation's electronic data processing and office automation services, and the provision of hardware and software, systems development and maintenance.

27 DIRECTOR, CORPORATE SERVICES - Responsible for the procurement of office space, goods and services, the management of office services; and the administration of fixed assets.

28 CORPORATE SECRETARY - Serves as the official secretary and resource person for the Alberta Mortgage and Housing Corporation's Board of Directors, co-ordinator of appointments to housing authorities and board member of the five largest authorities.

29 CORPORATE SOLICITOR - Represents the Corporation on legal matters, interprets legislation, drafts all legal documents, and provides legal advice.

30 DIRECTOR, PERSONNEL - Responsible for the administration of the personnel program, providing personnel consultant services to management and the Corporation's management agencies, and advising and guiding all employees on personnel matters.

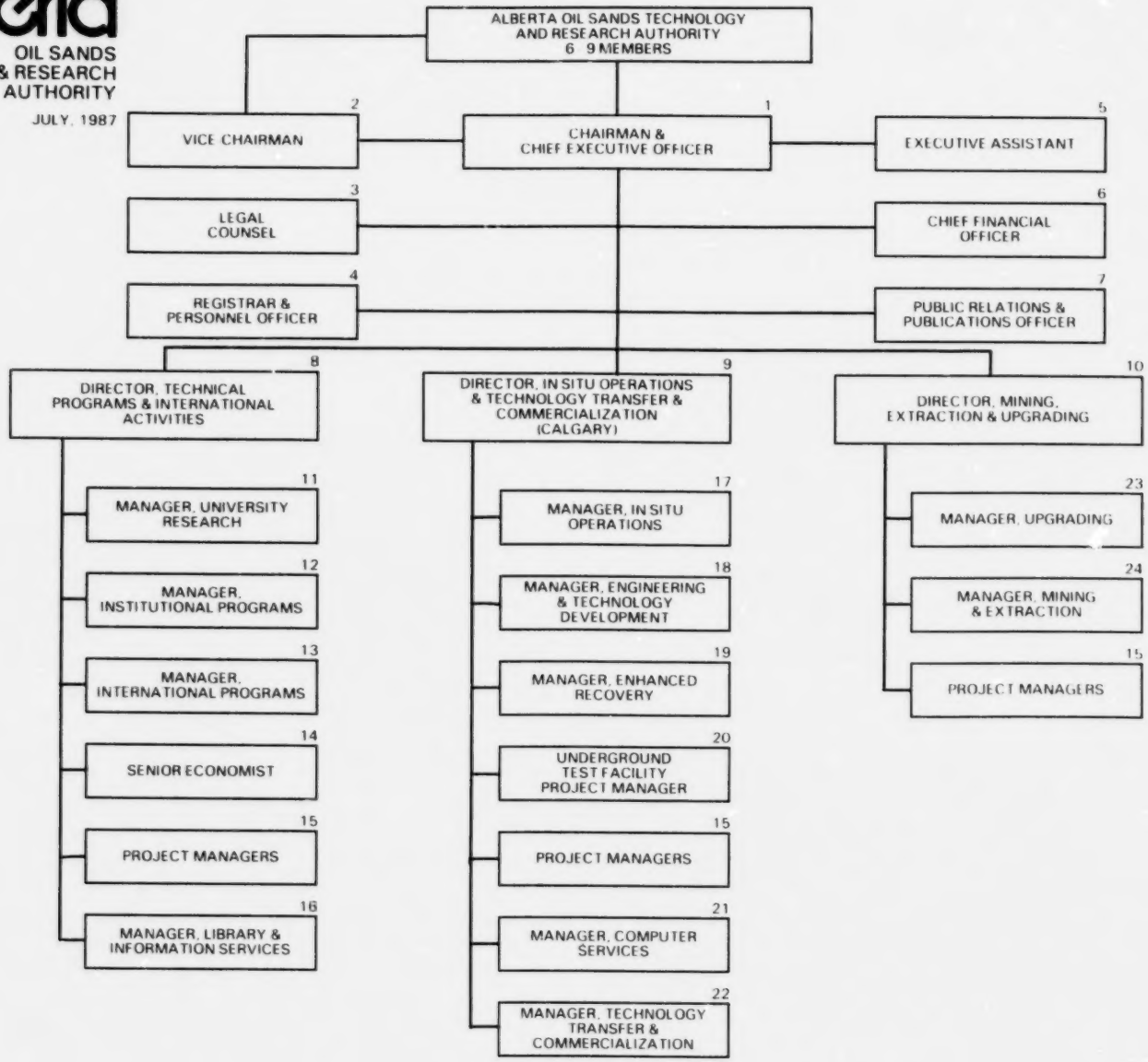
31 MANAGER, COMMUNICATIONS - Responsible for directing all public relations, advertising, information services, and related communications requirements of the Corporation.

32 DIRECTOR, INTERNAL AUDIT - Responsible for providing an independent, comprehensive assessment of the performance of the Corporation's departments and management agencies through analysis of financial, administrative and other departmental and agency operations.

Alberta

OIL SANDS TECHNOLOGY & RESEARCH AUTHORITY

JULY, 1987



ALBERTA OIL SANDS TECHNOLOGY AND RESEARCH AUTHORITY

FUNCTIONAL STATEMENTS – JULY, 1987

The Alberta Oil Sands Technology and Research Authority (AOSTRA) operates under an act of the Legislature to provide the means whereby research into technological methods to obtain increased production from the oil sands, heavy oil and conventional petroleum reservoirs of Alberta may be assisted, promoted and encouraged. The Authority consists of six to nine members, appointed by the Lieutenant Governor in Council to administer a research fund to which the Cabinet has to date made a total commitment of $418 million.

1 CHAIRMAN AND CHIEF EXECUTIVE OFFICER – Appointed by the Lieutenant Governor in Council, acts as chief executive and administrative officer and is responsible for ensuring that the stated purposes of AOSTRA are met and for implementing policies and programs approved by the Authority.

2 VICE-CHAIRMAN – Appointed by the Lieutenant Governor in Council from among the members, assists the Chairman and performs the function of chairman in his absence.

3 LEGAL COUNSEL – Acts as general legal counsel for the Authority, and prepares legal agreements for AOSTRA.

4 REGISTRAR & PERSONNEL OFFICER – Acts as recording secretary to the Authority, receives all applications for financial and technical assistance, and maintains liaison between applicants and the Authority; functions as the personnel officer for AOSTRA.

5 EXECUTIVE ASSISTANT TO THE CHAIRMAN – Provides assistance to the Chairman and Vice-Chairman in the administration of the executive offices; responsible for correspondence and special projects as directed.

6 CHIEF FINANCIAL OFFICER – Responsible for AOSTRA's financial control and financial administrative functions, through the use and maintenance of proper accounting, reporting and auditing procedures.

7 PUBLIC RELATIONS & PUBLICATIONS OFFICER – Responsible for the liaison of AOSTRA with the public and for collecting and distributing information on the oil sands at conferences, corporately and publicly.

8 DIRECTOR, TECHNICAL PROGRAMS AND INTERNATIONAL ACTIVITIES – Responsible for directing AOSTRA's university and institutional programs, for evaluation of applications, and for international activities in regard to technology conferences, interchanges, and agreements.

9 DIRECTOR, IN-SITU OPERATIONS AND TECHNOLOGY TRANSFER AND COMMERCIALIZATION – Responsible for direction of AOSTRA's in-situ recovery programs, enhanced recovery programs, and for the sale, transfer and commercialization of technology developed and owned by AOSTRA.

10 DIRECTOR, MINING, EXTRACTION AND UPGRADING PROGRAMS – Responsible for directing AOSTRA's mining, extraction and upgrading programs and for the transfer of technology from ongoing programs.

11 MANAGER, UNIVERSITY RESEARCH – Manages AOSTRA's programs at universities by assisting in program selection, identifying research targets, reviewing progress reports, and by transferring results to other AOSTRA-sponsored projects.

12 MANAGER, INSTITUTIONAL PROGRAMS – Manages AOSTRA's programs at various research institutes by assisting in program selection, identifying research targets, reviewing progress reports, and transferring results to other AOSTRA-sponsored projects.

13 MANAGER, INTERNATIONAL PROGRAMS – Initiates and administers international conferences, multi-national technology transfer agreements, and general international information exchange on AOSTRA heavy oil and oil sands technologies.

14 SENIOR ECONOMIST – Under the supervision of the Director of Technical Programs and International Activities, administers and conducts economic evaluations required by the Authority on new oil sand recovery and processing concepts and, on request, re-examines the economics of AOSTRA's ongoing projects.

15 PROJECT MANAGERS – Reporting to a director, serve temporary assignments on approved projects; these positions are filled by experienced engineers, managers and consultants. Represent AOSTRA on joint industry projects when special expertise is required.

16 MANAGER, LIBRARY AND INFORMATION SERVICES – Manages and administers the library and information services in Edmonton and Calgary.

17 MANAGER, IN-SITU OPERATIONS – Manages AOSTRA's thermal and in-situ projects.

18 MANAGER, ENGINEERING AND TECHNOLOGY DEVELOPMENTS – Manages a team of specialists to provide technical support for ongoing in-situ and thermal projects.

19 MANAGER, ENHANCED RECOVERY – Manages AOSTRA's enhanced recovery projects in conventional petroleum reservoirs.

20 UNDERGROUND TEST FACILITY PROJECT MANAGER – Manages the financial, technical and administrative functions of the underground test facility project at the Athabasca site.

21 MANAGER, COMPUTER SERVICES – Responsible for managing and retrieving technological data arising from AOSTRA's pilot projects and from the industry projects which have contracted to use AOSTRA's data base system.

22 MANAGER, TECHNOLOGY TRANSFER AND COMMERCIALIZATION – Administers AOSTRA's technical sales programs, licensing programs and international agreements.

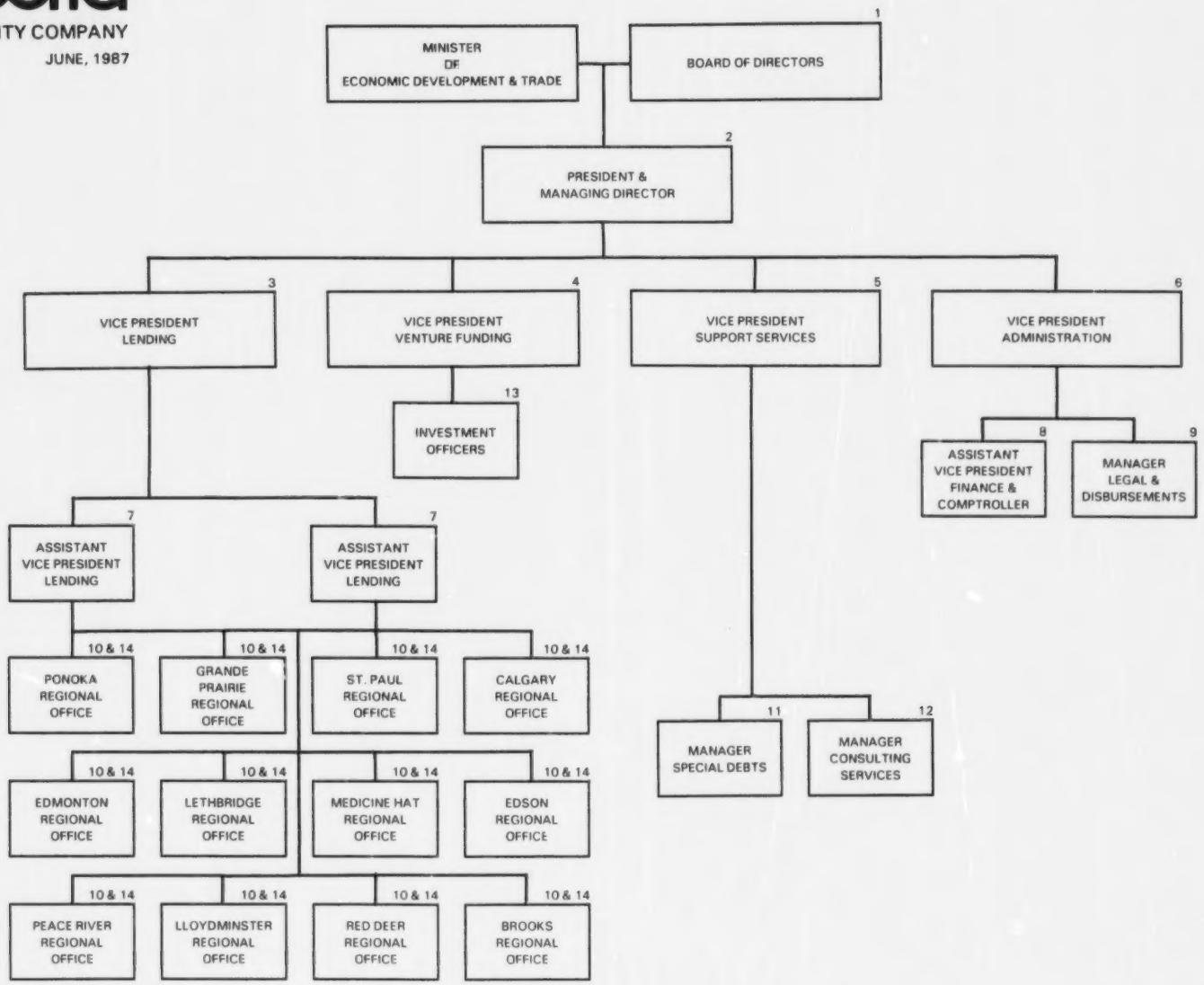
23 MANAGER, UPGRADING – Manages AOSTRA's upgrading projects; provides expertise in the design and operation of such projects and obtains patents on technology arising from them.

24 MANAGER, MINING AND EXTRACTION – Manages AOSTRA's mining and extraction projects; provides expertise in the design and operation of such projects and obtains patents on technology arising from them.

Alberta

OPPORTUNITY COMPANY

JUNE, 1987



ALBERTA OPPORTUNITY COMPANY

FUNCTIONAL STATEMENTS – JUNE, 1987

1 BOARD OF DIRECTORS – Has direction and control over the conduct of the business and affairs of the Company, and is comprised of members of the business community.

2 PRESIDENT & MANAGING DIRECTOR – Is the chief executive officer of the Company and member of the Board; and is responsible for the daily administration and management of the company's business and affairs.

3 VICE PRESIDENT, LENDING – Directs the lending division of the Company with responsibility for all credit evaluations and authorizations in connection with applications for financial assistance from businesses.

4 VICE PRESIDENT, VENTURE FUNDING – Directs the venture funding division of the Company with responsibility for all analyses, evaluations and authorizations of venture investments in businesses applying for venture funding.

5 VICE PRESIDENT, SUPPORT SERVICES – Responsible for coordinating and directing all activities of the special debts division, which includes all insolvency actions, and consulting services.

6 VICE PRESIDENT, ADMINISTRATION – Responsible for the administration and financial activities of the Company.

7 ASSISTANT VICE PRESIDENT, LENDING – Responsible for the administration of the credit evaluation procedures followed throughout the Company in the processing of applications for financial assistance from businesses.

8 ASSISTANT VICE PRESIDENT, FINANCE & COMPTROLLER – Responsible for the accounting function and for the production of financial reports on the activities of the Company.

9 MANAGER, LEGAL & DISBURSEMENT – Responsible for providing follow-up on disbursement of loans with regard to documentation, verification of expenditures and disbursement of loan funds.

10 BRANCH MANAGER – Directs the daily operations of the regional office and is responsible for applying the credit evaluation procedures followed in the processing of applications for financial assistance from businesses.

11 MANAGER, SPECIAL DEBTS – Deals with accounts assigned to support services to determine the best course of action to follow in order to resolve problems and provide remedial action.

12 MANAGER, CONSULTING SERVICES – Provides consulting services to A.O.C. borrowers and non-borrowers which include identifying problems, finding and implementing solutions and providing follow-up as required.

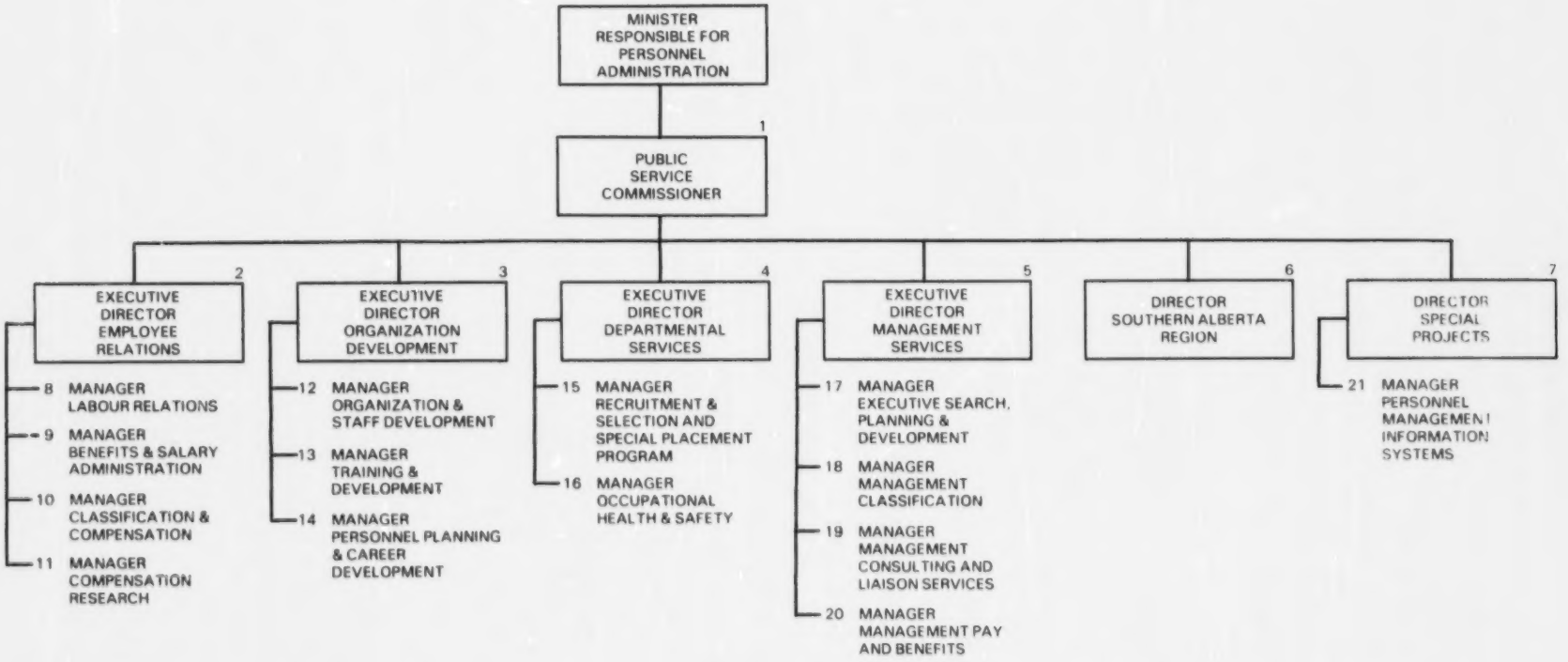
13 INVESTMENT OFFICER – Interviews applicants for venture funding, and analyzes and assesses the applications; follows up on approved applications.

14 LOANS OFFICER – Interviews prospective loan applicants, and analyzes and assesses loan applications; for approved loans, assists with implementation of loan and follow-up reviews of the company's progress.

Alberta

PERSONNEL
ADMINISTRATION OFFICE

JUNE, 1987



1 PUBLIC SERVICE COMMISSIONER - Provides advice to the Minister and Government on personnel policy and legislation, and develops and administers systems to implement policies and practices; advises and informs the Minister on all aspects of personnel administration; manages a comprehensive personnel program which is implemented through divisions of the Personnel Administration Office; provides advice and assistance to departmental officials on personnel matters.

2 EXECUTIVE DIRECTOR, EMPLOYEE RELATIONS – Responsible for the negotiation and administration of collective agreements, the development and administration of regulations and benefit programs, compensation research, and the classification of bargaining unit employees.

3 EXECUTIVE DIRECTOR, ORGANIZATION DEVELOPMENT – Provides consulting services to assist departments in achieving effective development and utilization of their human resources consistent with the needs of individuals and the Alberta public service. Co-ordinating and consulting services are offered in specialized areas. They include human resource planning and employee performance appraisal systems for the bargaining unit and excluded groups, process consulting in organization development, and expert consultation in both career planning and training and development strategies.

4 EXECUTIVE DIRECTOR, DEPARTMENTAL SERVICES – Responsible for the public service staffing function; administers the Government-wide position abolishment and downsizing activities; conducts audits of recruitment and selection activities; conducts a program to assist disabled citizens of Alberta to obtain meaningful employment in the public service; administers the Occupational Health and Safety Program for Government employees; provides job and career information to the general public and public service employees.

5 EXECUTIVE DIRECTOR, MANAGEMENT SERVICES – Responsible for a central comprehensive personnel program for management employees in the Alberta public service; coordinates the recruitment and selection of senior managerial personnel, directs management classification and compensation programs and activities in the identification of managerial personnel and organizational requirements; develops programs for the utilization of managerial resources; provides a consultative service on staff relations and code of conduct and ethics for management and opted-out staff; and provides assistance on the application of performance appraisals for management employees.

6 DIRECTOR, SOUTHERN ALBERTA REGION – Develops and provides personnel administration services in the Southern Alberta Region as representative of all divisions of the Personnel Administration Office with the regional office located in Calgary.

7 DIRECTOR, SPECIAL PROJECTS – Provides consultative advice to the Public Service Commissioner and all divisions on electronic data processing; responsible for the Personnel Management Information System and the Personnel/payroll functions within Personnel Administration Office; undertakes other projects assigned by the Commissioner.

8 MANAGER, LABOUR RELATIONS – Responsible for assimilating and developing recommendations for collective bargaining, and providing the chief spokespersons and strategists for Government or Crown agencies in negotiation sessions. The section also provides consultative service to departments on contract interpretation and administration, grievance handling, and discipline.

9 MANAGER, BENEFITS AND SALARY ADMINISTRATION – Responsible for policy recommendation, interpretation and administration of personnel regulations, pay plans and employee benefit programs; provides a consultative service to departments on the foregoing.

10 MANAGER, CLASSIFICATION AND COMPENSATION – Responsible for the ongoing effectiveness of the decentralized non-management classification plan by revising and updating the classification plan, maintaining a review and reporting system of decentralized activity, and providing consultative and training services to departments.

11 MANAGER, COMPENSATION RESEARCH – Responsible for the central compensation research program of the Personnel Administration Office; develops reports and recommendations affecting pay-related matters in support of the collective bargaining process and all other forms of pay determination undertaken for various non-bargaining groups.

12 MANAGER, ORGANIZATION AND STAFF DEVELOPMENT – Responsible for managing a central service of training and staff development programs, organization development consulting and employee performance appraisal, along with special projects that impact on organizational effectiveness.

13 MANAGER, TRAINING AND DEVELOPMENT – Responsible for program design, delivery and evaluation and co-ordination of training courses in keeping with divisional goals; provides advice and assistance to departments in all aspects of human resource planning and human resource development.

14 MANAGER, PERSONNEL PLANNING AND CAREER DEVELOPMENT – Responsible for initiating and co-ordinating action to assist in the full utilization of women employees. Emphasis is on career planning and development for women within the Alberta public service.

15 MANAGER, RECRUITMENT & SELECTION AND SPECIAL PLACEMENT PROGRAM – Responsible for the Government's staffing activities, with the exception of the Executive Manager I and II level positions; assists in facilitating the placement of employees affected by downsizing; responsible for the Special Placement Program which provides clients of the program, including physically and mentally/emotionally disabled and individuals over age 45, with an opportunity to develop marketable skills to make them more competitive in the labour market.

16 MANAGER, OCCUPATIONAL HEALTH AND SAFETY – Responsible for the direction, coordination and administration of the in-service occupational health and safety programs which include occupational health, medicine, safety and hygiene, and a diagnostic and referral program for employees with behavioral health problems.

17 MANAGER, EXECUTIVE SEARCH, PLANNING AND DEVELOPMENT – Responsible for assisting senior management and officials in the staffing of executive level positions, coordinates executive interchange programs; provides advice to individuals on senior management opportunities in the Alberta public service, and provides assessments of managerial staff for development purposes; provides a support service in the applica-

tion of the performance appraisal program for managers and coordinates management personnel planning initiatives.

18 MANAGER, MANAGEMENT CLASSIFICATION – Responsible for the overall administration of the Management Classification Plan including the allocation of positions and the development of relevant policies and procedures.

19 MANAGER, MANAGEMENT CONSULTING AND LIAISON SERVICES – Responsible for providing a consulting and advisory service to Government departments in matters related to organization design, code of conduct and ethics, and management staff relations and discipline activities; co-ordinates the research and development of policy recommendations for the management group.

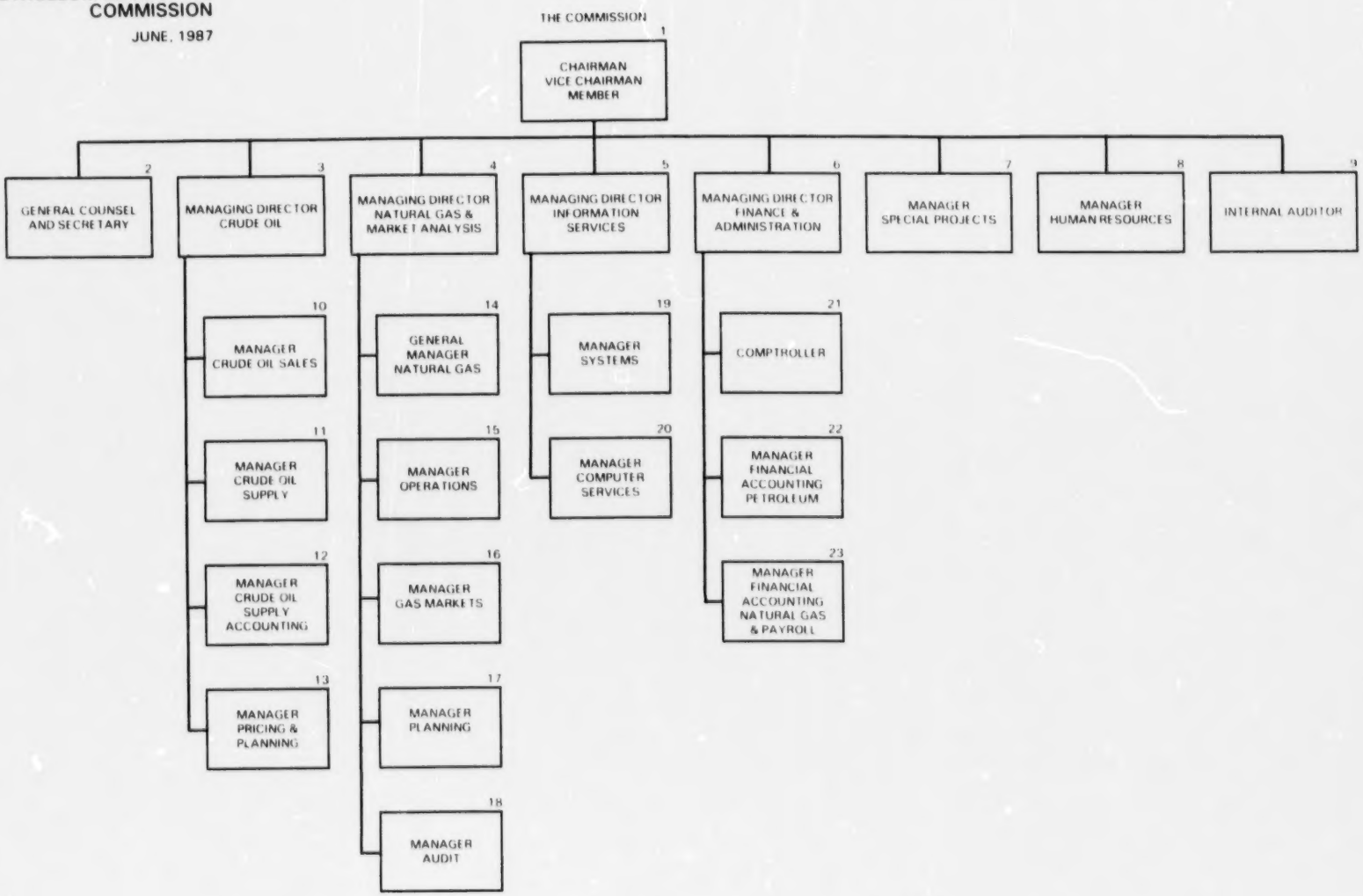
20 MANAGER, MANAGEMENT PAY AND BENEFITS – Responsible for developing and administering policies and programs in the areas of management and senior officials pay and benefits, contract employment, compensation for medical and dental officers, and conditions of employment for foreign service personnel; provides a consultative service to departments in these areas, as well as to Crown boards and agencies with respect to the application of the management pension plan.

21 MANAGER, PERSONNEL MANAGEMENT INFORMATION SYSTEMS – Performs systems design and provides project management to satisfy personnel management information requirements for the Personnel Administration Office and for other Government departments.

Alberta

PETROLEUM MARKETING COMMISSION

JUNE, 1987



ALBERTA PETROLEUM MARKETING COMMISSION

FUNCTIONAL STATEMENTS -- JUNE, 1987

THE COMMISSION - The Commission, under the authority of the Petroleum Marketing Act, acts as an agent of the Crown in marketing the Crown's royalty share of crude oil production. Under an agency agreement, it also markets the Crown's ownership share of Syncrude production in addition to marketing Crown lessee and freehold crude oil production on a contract basis. Under the authority of the Natural Gas Marketing Act, the Commission collects pricing and sales information from sellers of Alberta gas for the purpose of verifying reported royalty revenues and of providing market information to the Alberta Government; determines the existence of producer support for downstream prices proposed by shippers operating under net-back pricing arrangements; and offers its services to shippers and producers in the verification of payments to producers operating under net-back contracts.

The Commission and staff deal extensively with the oil and gas industry and government bodies in Canada and the U.S.A. Advice is provided to the Alberta Government on matters dealing with oil and natural gas markets and revenues. The Commission also represents the Government's interests as regulatory bodies dealing with oil and gas matters. Policy and administrative directives are developed through a weekly management meeting of Commission members and senior staff members.

1 CHAIRMAN - Applies expertise in developing and implementing policy with other Commission members and acts as spokesman for the Commission in dealings with senior members of government and industry; provides policy advice to the Minister of Energy; applies policy direction in representations at regulatory hearings.

VICE CHAIRMAN - Applies expertise in the areas of natural gas and market analysis and in financial responsibilities of the Commission.

MEMBER - Applies expertise in the areas of crude oil acquisition and marketing and Commission administration and personnel.

2 GENERAL COUNSEL AND SECRETARY - Provides legal counsel to the Commission including matters related to crude oil purchase, sale and exchange contracts, credit and financial documents; interprets and assists in developing legislation and regulations affecting the Commission's function, and is administratively responsible for the Commission's input to regulatory hearings on issues affecting the Crown's royalty share of petroleum and natural gas and the Commission's role as advisor to the Government on energy issues. As Secretary to the Commission, the incumbent is registrar and custodian of the Commission's official records.

3 MANAGING DIRECTOR, CRUDE OIL - Administers Commission policy for all functions of the Commission pertaining to the purchase, receipt, control, sale, delivery and administration of crude and synthetic oil purchased by the Commission and the Alberta royalty share produced from Crown leases; ensures that all relevant activities are in accordance with the Petroleum Marketing Act; advises the Commission on matters relating to crude oil, including changing market conditions, industry activity and market prices; ensures that the best long-term revenue interests of both Alberta and contract producers selling to the Commission are achieved.

4 MANAGING DIRECTOR, NATURAL GAS AND MARKET ANALYSIS - Administers Commission responsibilities under the Natural Gas Marketing Act and related regulations, including the determination of producer support for net-back sales of Alberta natural gas, the collection and analysis of natural gas sales volumes and pricing statistics and verification, by service contract, of specified revenues and costs incurred under net-back pricing agreements; administers the Take-or-Pay Costs Sharing Act; responsible for analysis of domestic and international markets for natural gas, crude oil, and the forecasting of supply and prices for same.

5 MANAGING DIRECTOR, INFORMATION SERVICES - Responsible for providing computer systems planning, development and maintenance, electronic data processing and telecommunication services required by the various divisions and departments within the Commission; recommends and directs the formulation and implementation of policies, procedures and standards to ensure the effective and efficient delivery of these services.

6 MANAGING DIRECTOR, FINANCE AND ADMINISTRATION - Assures the Commission of the integrity and accuracy of all financial transactions and accounting records and reports; recommends and administers policies on short-term investments and credit for sale of crude oil; has overall responsibility for banking, payroll, office administration and library services and acts as liaison with Auditor General and Alberta Treasury.

7 MANAGER, SPECIAL PROJECTS - Provides support to the Commission members regarding policy coordination, participation in regulatory hearings, and communications with the Minister of Energy, other government bodies and the public; carries out special projects as assigned by Commission members.

8 MANAGER, HUMAN RESOURCES - Plans, develops and administers programs, policies and practices relating to recruitment, wage and salary administration, training and development, personnel policy, and employee benefits matters.

9 INTERNAL AUDITOR - Verifies that effective internal controls are in place in the Commission's operating systems and procedures, that functional administration is cost-effective and that Commission policies are appropriately maintained.

10 MANAGER, CRUDE OIL SALES - Responsible for the sale of Commission-controlled crude oil to both Canadian and U.S. refiners to achieve maximum revenue realizations; coordinates pipeline movements to sales destinations; administrates all aspects of contract documentation; and maintains an industry liaison providing current information on buyer requirements and market conditions.

11 MANAGER, CRUDE OIL SUPPLY - Determines the Commission's crude oil prices paid for deliveries; monitors and maintains data on crude oil qualities and pipeline tariff costs; maintains purchase agreements with contract suppliers; forecasts monthly crude supply available for marketing; and approves for payment trucking rebates to Crown royalty producers.

12 MANAGER, CRUDE OIL SUPPLY ACCOUNTING - Determines and verifies receipt of Crown royalty and contract petroleum deliveries from all producing batteries; develops and maintains pricing control files to verify the value of the sale of each contract lessee's and the Crown's royalty share of petroleum; reconciles production, deliveries and inventories of Crown royalty volumes under the Crown royalty verification system; maintains industry liaison to resolve operator and pipeline reporting problems.

13 MANAGER, PRICING & PLANNING - Analyzes crude oil markets to determine stream selling prices at various delivery locations; prepares short-term crude oil supply, demand, and price forecasts and other assessments required for operations planning; maintains

central data file containing price information used for management reports and the administration of sales contracts.

14 GENERAL MANAGER, NATURAL GAS – Administers Commission policy for all operating functions under the Natural Gas Marketing Act, including the verification of producer support under net-back pending arrangements, the collection and analysis of sales volumes and pricing statistics for royalty verification and intelligence purposes, and contract services relating to net-back revenues and price components under producer sales agreements; administers the Take-or-Pay Costs Sharing Act and the "wind-down" of the Natural Gas Pricing Agreement Act.

15 MANAGER, OPERATIONS – Receives applications and recommends determinations for price components of gas purchase contracts; recommends the determinations of take-or-pay levies and assesses industry claims for take-or-pay cost reimbursement; administers a system of collecting natural gas prices and sales volumes from industry and the preparation of standard and ad hoc reports from the system; reviews the conduct of natural gas producer votes required under net-back pricing and recommends action by the Commission.

16 MANAGER, GAS MARKETS – Principally responsible for research and analysis of domestic and international markets for natural gas; provides support for natural gas regulatory matters, and is the focal point for Commission input into inter-department market and price activities relative to natural gas.

17 MANAGER, PLANNING – Principally responsible for analysis of crude oil supply and demand, medium and long-term planning and price forecasting; supports crude oil related regulatory matters and provides required economic analysis; acts as the focal point of inter-department market price activities relative to crude oil and products.

18 MANAGER, AUDIT – Organizes and carries out audits of activities under the Natural Gas Pricing Agreement Act, Natural Gas Marketing Act, Take-or-Pay Costs Sharing Act, and other audit assignments as required.

19 MANAGER, SYSTEMS – Responsible for the development, enhancement and maintenance of application systems within the Commission; researches and recommends the acquisition of application development tools and packaged software as appropriate.

20 MANAGER, COMPUTER SERVICES – Provides computer services (technical support, data control, data entry and operations) to all divisions within the Commission; responsible for the integrity of the data processing, telecommunications and office automation equipment used within the Commission.

21 COMPTROLLER – Directs the preparation of Commission financial statements and operating fund budgets and acts as liaison with the Auditor General; responsible for office services including the records management program, purchasing, and leasing of office space; acts as control officer for approval of operating fund expenditures and payroll.

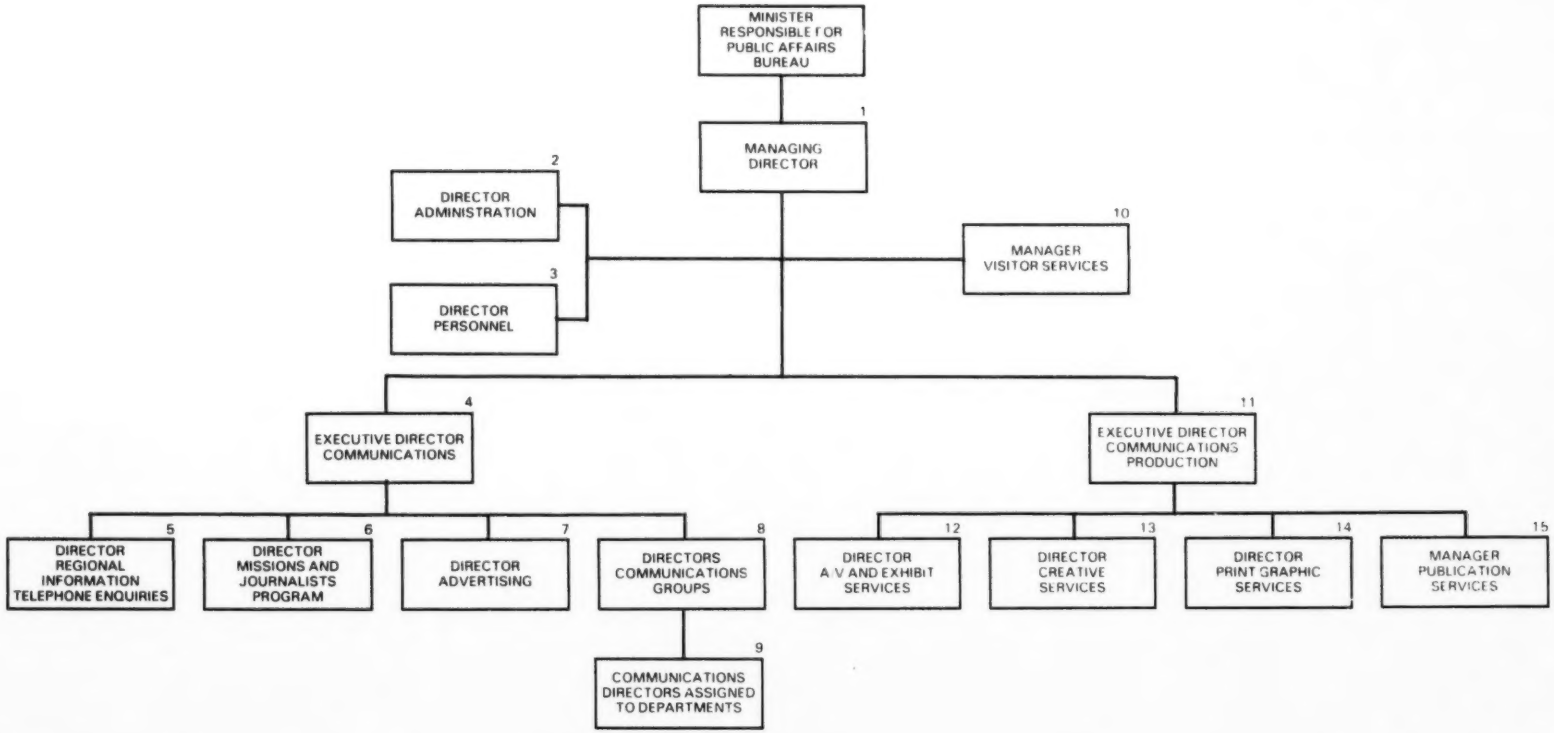
22 MANAGER, FINANCIAL ACCOUNTING – PETROLEUM – Administers the accounting, invoicing, and payment for the petroleum transactions of the Commission.

23 MANAGER, FINANCIAL ACCOUNTING – NATURAL GAS & PAYROLL – Administers the accounting, invoicing and payment for the Commission's natural gas transactions, and administers the payroll function.

Alberta

PUBLIC AFFAIRS BUREAU

JUNE, 1987



ALBERTA PUBLIC AFFAIRS BUREAU

FUNCTIONAL STATEMENTS – JUNE, 1987

1 MANAGING DIRECTOR – Administers, co-ordinates and controls all departmental functions.

2 DIRECTOR, ADMINISTRATION – Responsible for the provision of general administrative and financial support services.

3 DIRECTOR, PERSONNEL – Responsible for the administration of the personnel program, providing personnel consultant services to departmental management, and advising and guiding all departmental employees on personnel matters.

4 EXECUTIVE DIRECTOR, COMMUNICATIONS – Responsible for communications services to Government departments, advertising, the R.I.T.E. system, and the visiting missions and journalists program.

5 DIRECTOR, REGIONAL INFORMATION TELEPHONE ENQUIRIES (R.I.T.E.) – Responsible for the system of 36 telephone enquiry centres across the province, produces the Government telephone directory and arranges Government listings in Alberta telephone directories. Also responsible for the distribution of Government news releases over the Alberta Communications Network (ACN).

6 DIRECTOR, MISSIONS AND JOURNALISTS PROGRAM – Organizes schedules for missions and journalists visiting the province, based on their particular needs and interests.

7 DIRECTOR, ADVERTISING – Responsible for managing the allocation of Government advertising to advertising agencies and for co-ordinating the development and placement of advertising for the Government.

8 DIRECTORS, COMMUNICATIONS GROUPS – Co-ordinate the activities of public affairs officers who are assigned to Government departments.

9 COMMUNICATIONS DIRECTORS – Responsible for the public relations needs of their departments, drawing upon the central resources from Public Affairs.

10 MANAGER, VISITOR SERVICES – Responsible for guide programs in the Legislature Building, Government Information Centre, and Government House.

11 EXECUTIVE DIRECTOR, COMMUNICATIONS PRODUCTION – Responsible for the activities of the audio-visual, exhibit, creative, print graphic and publication services areas.

12 DIRECTOR, A/V AND EXHIBIT SERVICES – Responsible for the production of all films, still photography and slide tape presentations; co-ordinates the production, shipping, assembling and dismantling of displays on location.

13 DIRECTOR, CREATIVE SERVICES – Provides graphic art for publications and display design for client departments; manages the visual identity program.

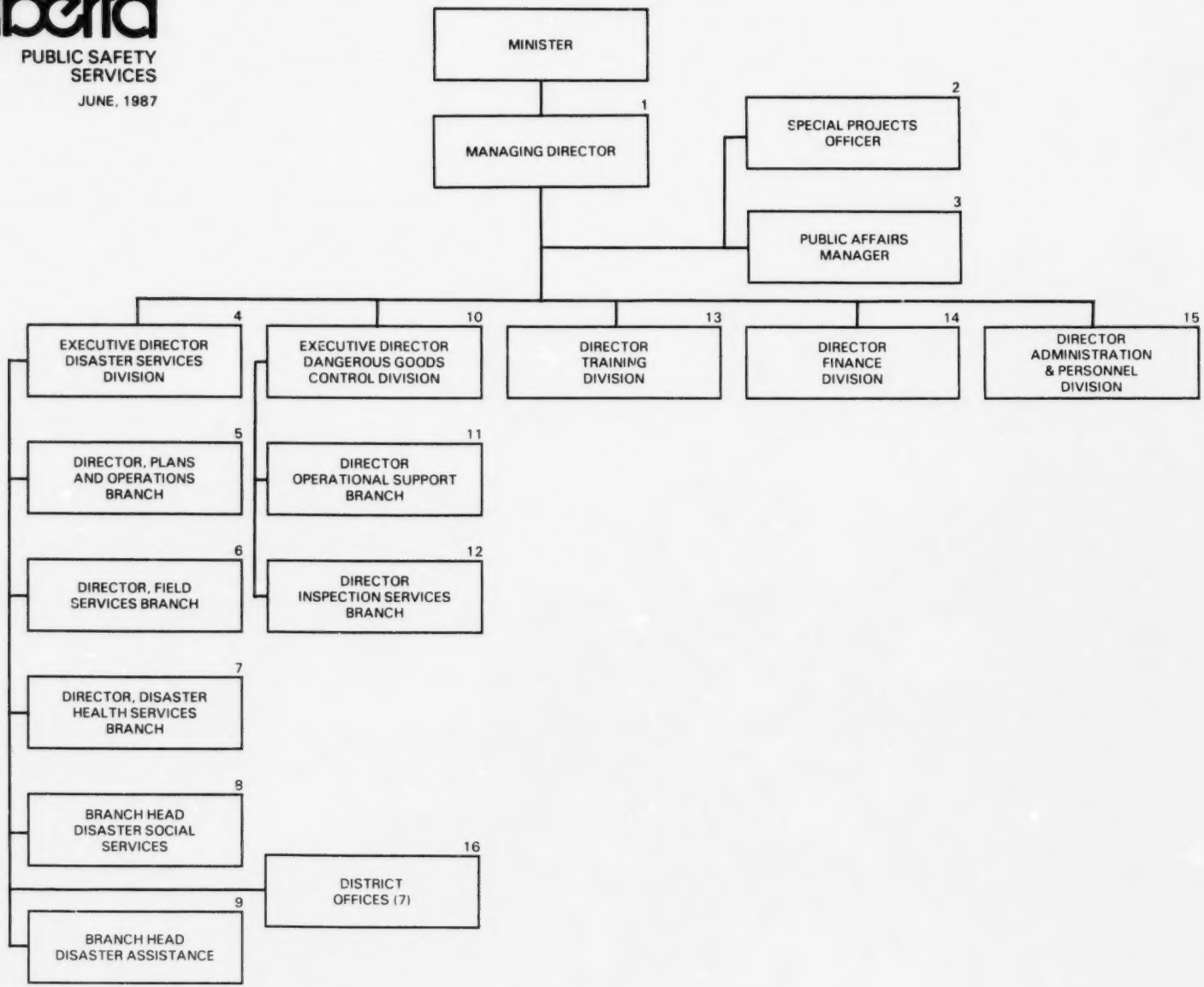
14 DIRECTOR, PRINT GRAPHIC SERVICES – Responsible for printing, scheduling and tendering activities related to the procurement of printing services from the private sector.

15 MANAGER, PUBLICATION SERVICES – Responsible for acquiring and selling acts, statutes and publications from locations in Edmonton and Calgary; publishes and distributes the Alberta Gazette; manages the provincial film library and the cataloguing of all Government publications.

Alberta

PUBLIC SAFETY SERVICES

JUNE, 1987



1 MANAGING DIRECTOR - Responsible for developing and implementing two provincial programs: preparedness for, and response to, emergencies and disasters; and transportation of dangerous goods control, involving Government departments and agencies, industry, municipalities and the public.

2 SPECIAL PROJECTS OFFICER - Responsible to the Managing Director for special information searches and for investigating or analyzing any aspect of the current program, related programs and new proposals.

3 PUBLIC AFFAIRS MANAGER - Responsible for developing and implementing the Alberta Public Safety Services public relations and information program.

4 EXECUTIVE DIRECTOR, DISASTER SERVICES - Responsible to the Managing Director for implementing program policy and for the day-to-day management of the Alberta Public Safety Services program of Emergency Preparedness and Response.

5 DIRECTOR, PLANS AND OPERATIONS - Responsible for developing concepts and methods for dealing with emergencies and disasters during peacetime and wartime, preparing draft emergency legislation, maintaining and activating the Alberta Government Emergency Centre, and coordinating emergency response operations involving Alberta Public Safety Services.

6 DIRECTOR, FIELD SERVICES - Responsible for delivering the Emergency Preparedness and Response program and services to local authorities and industries through seven district offices.

7 DIRECTOR, DISASTER HEALTH SERVICES - Responsible for promoting, coordinating and assisting in the preparation of disaster plans for Government, municipal and private health care facilities, for training health care personnel in disaster medical and public health procedures, for planning and assisting in the development of a disaster casualty collection system, and for administering, within Alberta, the Federal Government's program of stockpiling and maintaining medical equipment and supplies for emergency use.

8 BRANCH HEAD, DISASTER SOCIAL SERVICES - Responsible for promoting, coordinating and assisting in the preparation of disaster social services plans for municipalities, Government and Government-supported institutions, and for administering the Alberta Government program of stockpiling and maintaining disaster social services supplies.

9 BRANCH HEAD, DISASTER ASSISTANCE - Responsible for promoting and coordinating emergency planning, emergency preparedness and emergency operations with provincial and municipal governments and industry, and for the delivery of disaster assistance programs.

10 EXECUTIVE DIRECTOR, TRANSPORTATION OF DANGEROUS GOODS CONTROL - Responsible to the Managing Director for implementing program policy and for the day-to-day management of the Alberta Public Safety Services program of transportation of dangerous goods control.

11 DIRECTOR, OPERATIONAL SUPPORT - Responsible for developing, managing and delivering an information service to industry, municipalities and the general public on the statutes and regulations pertaining to transportation of dangerous goods control.

12 DIRECTOR, INSPECTION SERVICES - Responsible for directing and coordinating the enforcement of the statutes and regulations pertaining to the transportation of dangerous goods control.

13 DIRECTOR OF TRAINING - Responsible for developing, organizing and directing Alberta Public Safety Services training courses and exercises; operates a central training facility and provides extension courses in municipalities throughout the province.

14 DIRECTOR, FINANCE - Responsible for budget and financial administrative services for Alberta Public Safety Services, including accounting, equipment and supplies, grants to municipalities, federal/provincial cost sharing programs, and the financial aspects of emergency operations and disaster assistance programs.

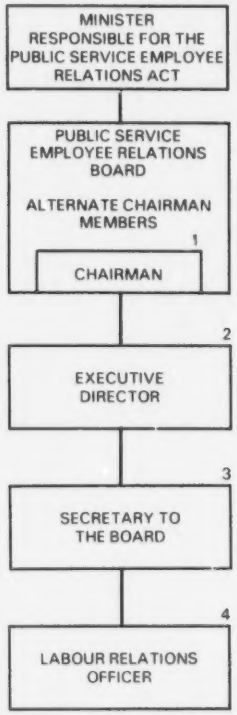
15 DIRECTOR, ADMINISTRATION AND PERSONNEL - Responsible for personnel and general administration services for Alberta Public Safety Services, including accommodation and maintenance, records management, staff development, and occupational health and safety.

16 DISTRICT OFFICES (7) - Responsible for maintaining liaison with local authorities and industries, advising and assisting in the development of emergency preparedness and dangerous goods control, and enforcement at the local level.

Alberta

PUBLIC SERVICE EMPLOYEE
RELATIONS BOARD

JUNE, 1987



ALBERTA PUBLIC SERVICE EMPLOYEE RELATIONS BOARD

FUNCTIONAL STATEMENTS - JUNE, 1987

1 CHAIRMAN - Functions on a part-time basis and has the authority of a department head for the purposes of the Public Service Act; chairs and directs the activities of the Public Service Employee Relations Board in all matters affecting the interpretation and enforcement of the Public Service Employee Relations Act; provides general supervision of the Board's administrative staff as to the policies and practices that govern the processing of the Board's caseload.

2 EXECUTIVE DIRECTOR - Has responsibility for the day-to-day activities of the Board's staff, the management of the administrative, accounting, budget and personnel systems utilized to facilitate the operations of the Public Service Employee Relations Board; functions in a resource capacity to the Board in the development of its policies, procedures and decisions.

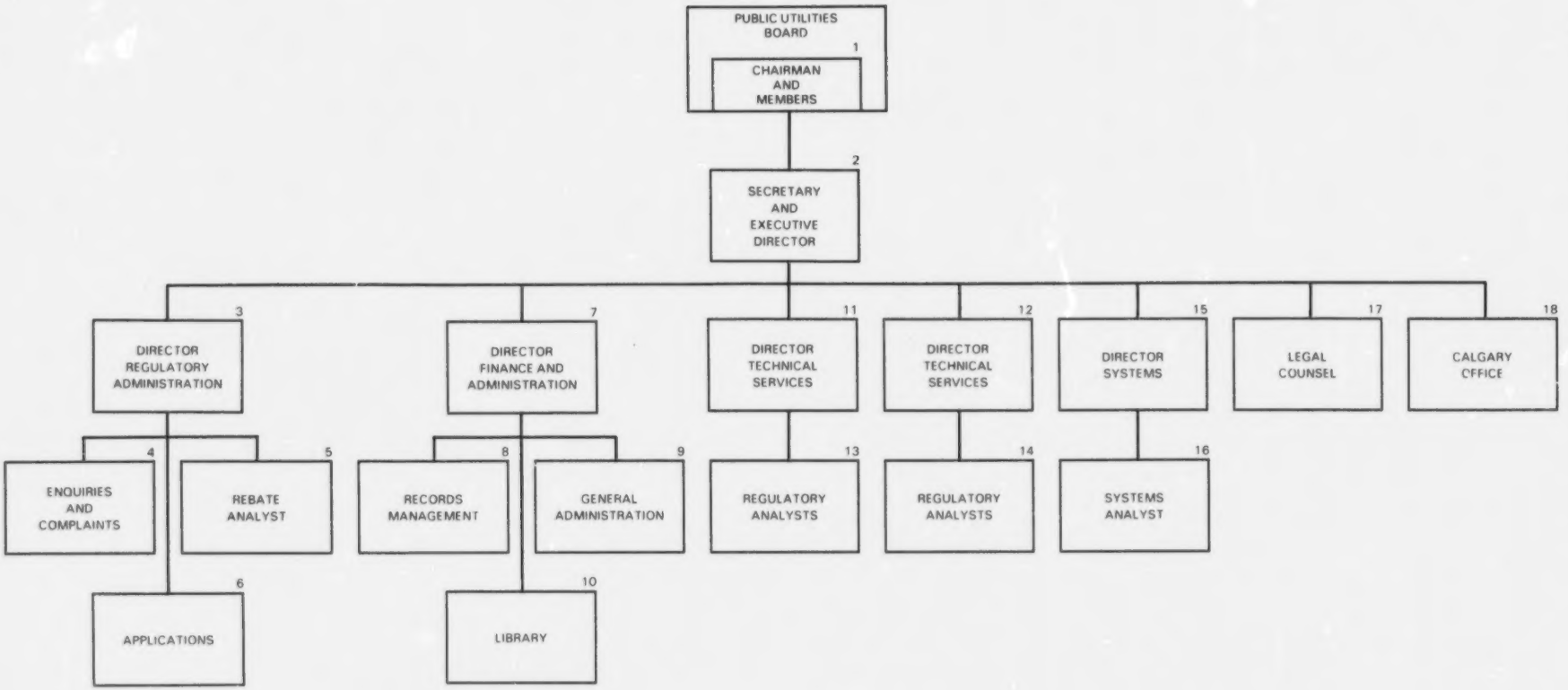
3 SECRETARY TO THE BOARD - Directs the processing, investigation and disposition of all applications made to the Board, and is responsible for the supervision of staff engaged in those activities; has custody of all evidence and particulars on matters before the Board; schedules Board hearings; assembles and presents appropriate documents and information at Board hearings and at Board caucus; functions in a resource capacity to the Board in the development of its policies, procedures and decisions.

4 LABOUR RELATIONS OFFICER - Responsible for the investigation of all matters filed with the Board; investigates and endeavours to settle complaints alleging unfair practices; conducts votes directed by the Board; and endeavours to settle questions relative to the inclusion or exclusion from a bargaining unit of persons referred to the Board.

Alberta

PUBLIC UTILITIES BOARD

JUNE, 1987



ALBERTA PUBLIC UTILITIES BOARD

FUNCTIONAL STATEMENTS – JUNE, 1987

A quasi-judicial tribunal with powers to fix rates for and exercise general supervision over public utilities serving the public within Alberta, the Board consists of such number of members appointed by the Lieutenant Governor in Council as she considers appropriate. Provision also exists for the Lieutenant Governor in Council to nominate one or more persons from among whom acting members of the Board may be selected. The authority and jurisdiction of the Board is set out in the Public Utilities Board Act, the Gas Utilities Act and various sections of 32 other statutes.

1 CHAIRMAN – Appointed by the Lieutenant Governor in Council, serves as the chief executive officer. He may designate any one member to preside at any sitting of the Board at which he is not present, appoint two or more members to sit as a division of the Board and name any person nominated by the Lieutenant Governor in Council as an acting member, to act on any matter properly before the Board.

2 SECRETARY AND EXECUTIVE DIRECTOR – Responsible to the Board through the Chairman for coordination of the activities of the Board staff through the directors, and for overall administration and control of the general affairs of the Board.

3 DIRECTOR, REGULATORY ADMINISTRATION – Responsible for the procedural administration of the Board's regulatory activities and coordinating the investigation of complaints from the general public regarding public utility operations, regulations or rates.

4 ENQUIRIES AND COMPLAINTS – Responsible for processing enquiries from the general public related to utility service and rates.

5 REBATE ANALYSTS – Responsible for the examination and review of gas supply contracts, the rates and the accounts of all gas utilities seeking rebates under the Natural Gas Rebates Act. As a result of these examinations, the Board is able to issue certificates which validate the release of rebates sought or such other amounts as are appropriate.

6 APPLICATIONS – Responsible for the administration of public hearings and the processing of applications of a general nature.

7 DIRECTOR, FINANCE AND ADMINISTRATION – Responsible for the internal control systems of the Board with respect to budget and expenditures, records management procedures and equipment inventory, and for administering the Board's personnel program.

8 RECORDS MANAGEMENT – Responsible for the provision of records management services to members and staff.

9 GENERAL ADMINISTRATION – Provides liaison with government departments and is responsible for expenditure control and personnel administration.

10 LIBRARY – Responsible for the maintenance of the Board's legal and regulatory reference books, and for providing information to members and staff.

11 & 12 CO-DIRECTORS, TECHNICAL SERVICES – Two positions. Responsible for directing and coordinating two groups of multi-disciplinary professionals concerned with the financial analysis of rate hearing material, the conduct of reviews of the affairs of utilities and the examination of rebate applications.

13 & 14 REGULATORY ANALYSTS – Responsible for the examination, analysis and evaluation of technical evidence submitted by applicants and intervenors during a rate hearing, the detailed review of the affairs, earnings and accounts of each owner of a public utility, and the conduct of special technical studies.

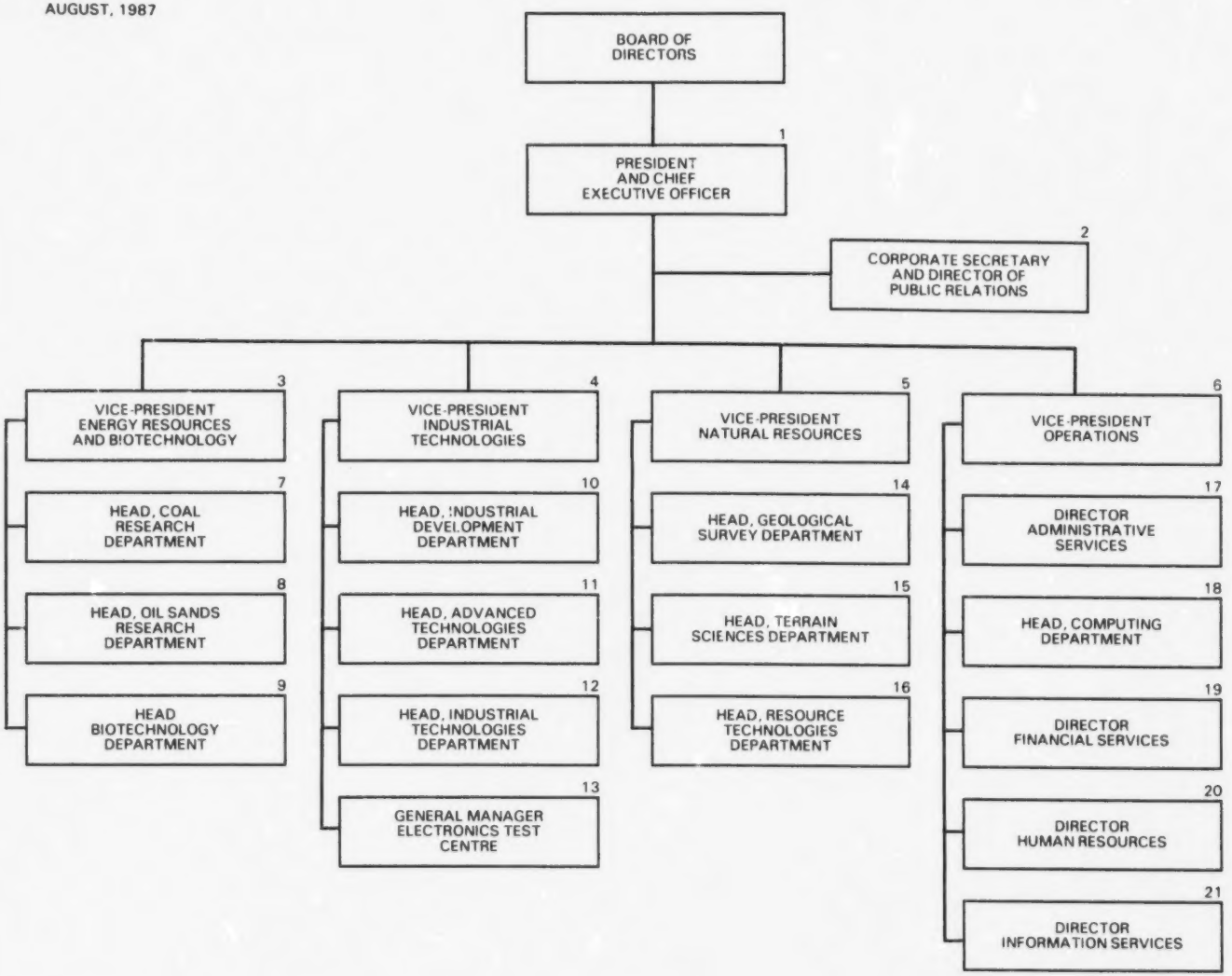
15 DIRECTOR, SYSTEMS – Responsible for acquisition and development of the Board's EDP systems.

16 SYSTEMS ANALYST – Responsible for carrying out special projects with particular emphasis on systems development which will assist members and staff in the analysis of utility rate applications.

17 LEGAL COUNSEL – Under the direction of the Secretary and Executive Director, undertakes legal research and interpretation, advising members of the Board and staff on legal matters pertaining to the Board's jurisdiction.

18 CALGARY OFFICE – Equipped to provide adequate regulatory contact and service to industry and the public in southern Alberta.

Alberta
RESEARCH COUNCIL
AUGUST, 1987



1 PRESIDENT – Chief executive officer responsible for administration, planning and execution of Research Council programs in accordance with Research Council policy, and for liaison and communication with clients and senior executives in the private and public sectors.

2 CORPORATE SECRETARY AND DIRECTOR OF PUBLIC RELATIONS – Secretary to the Board of Directors and its committees; responsible for recommending on and managing the Research Council's public relations program.

3 VICE-PRESIDENT, ENERGY RESOURCES AND BIOTECHNOLOGY – Provides overall direction to the development and operation of the oil sands extraction and hydrocarbon upgrading research programs as well as biotechnology research.

4 VICE-PRESIDENT, INDUSTRIAL TECHNOLOGIES – Provides overall direction in the development and management of research projects in advanced and industrial technologies, service to industry programs, and various technical and analytical laboratory services; has overall management responsibility for the Electronics Test Centre; has regional responsibility for the Research Council in Calgary and southern Alberta.

5 VICE-PRESIDENT, NATURAL RESOURCES – Provides overall direction in the development and management of research projects and scientific surveys related to the geology, earth resources, soils and water resources of the province as well as transportation research.

6 VICE-PRESIDENT, OPERATIONS – Responsible for overall operations of the Research Council and the development and implementation of operational policies and standards; directs the coordination and overall policy development for the management of finance and administration, including human resources and payroll, editing and graphic services, publication sales, library services, material management, and occupational health and safety.

7 HEAD, COAL RESEARCH DEPARTMENT – Directs research on a broad range of topics related to properties, processing and utilization of Alberta's hydrocarbons, particularly coal, heavy oil and natural gas.

8 HEAD, OIL SANDS RESEARCH DEPARTMENT – Coordinates those Research Council projects which have been funded by the Alberta Oil Sands Technology and Research Authority and other agencies, and provides assistance on request on the evaluation and monitoring of other oil sands research projects for government or the private sector; directs research on a range of projects concerning the extraction of bitumen or heavy oil for clients in the public and private sectors.

9 HEAD, BIOTECHNOLOGY DEPARTMENT – Directs research related to low-temperature biology with potential application to agriculture, biotechnology, and research with emphasis on fermentation processes.

10 HEAD, INDUSTRIAL DEVELOPMENT DEPARTMENT – Offers various forms of assistance to the manufacturing industry in the province including the provision of technical information services, investigations of a mechanical testing nature, industrial and engineering assistance, computerized information retrieval systems, and data base development; acts as an agent of the National Research Council in approval and provision of funds under the Federal Government's Industrial Research Assistance Program (IRAP); maintains offices in Edmonton, Calgary and Lethbridge.

11 HEAD, ADVANCED TECHNOLOGIES DEPARTMENT – Directs programs which will enhance industry's capabilities in advanced technologies; has overall direction and responsibility for joint research ventures with industry.

12 HEAD, INDUSTRIAL TECHNOLOGIES DEPARTMENT – Directs research activities which include advanced materials, forest products, membrane processes for the separation of gases, and mineral processing. Services are provided from various analytical and physical testing facilities.

13 GENERAL MANAGER, ELECTRONICS TEST CENTRE – Manages and directs the affairs of the Test Centre which provides testing services to electronic and telecommunications product manufacturers requiring product certification in Canada or international markets such as the United States, Japan, Great Britain, West Germany and Singapore.

14 HEAD, GEOLOGICAL SURVEY DEPARTMENT – Directs Research programs on evaluation of fossil fuels and other non-renewable resources and their possible uses, on the geology of oil sand deposits, and on environmental geology studies.

15 HEAD, TERRAIN SCIENCES DEPARTMENT – Directs research and evaluation and mapping programs with respect to the terrain-related resources of the province to further the wise management and utilization of these resources. Included are the soils, surface and subsurface water resources of the province as well as environmental and management concerns associated with the Alberta landscape.

16 HEAD, RESOURCE TECHNOLOGIES DEPARTMENT – Conducts applied research directed primarily but not exclusively to the resource sector as represented by agriculture and the environment. The Department will be developing new business in transportation, surface water engineering, climatology, meteorological applications, and applications of computing and electronics to resource-related projects.

17 DIRECTOR, ADMINISTRATIVE SERVICES – Manages and provides the Research Council with advice on facilities management, materials management and records management.

18 HEAD, COMPUTING DEPARTMENT – Coordinates computing activities in support of research projects; manages corporate computing resources.

19 DIRECTOR, FINANCIAL SERVICES – Manages the project cost accounting system; provides management with reports of financial results of operations; maintains a complete accounting system; and provides regular reports and analyses of financial position.

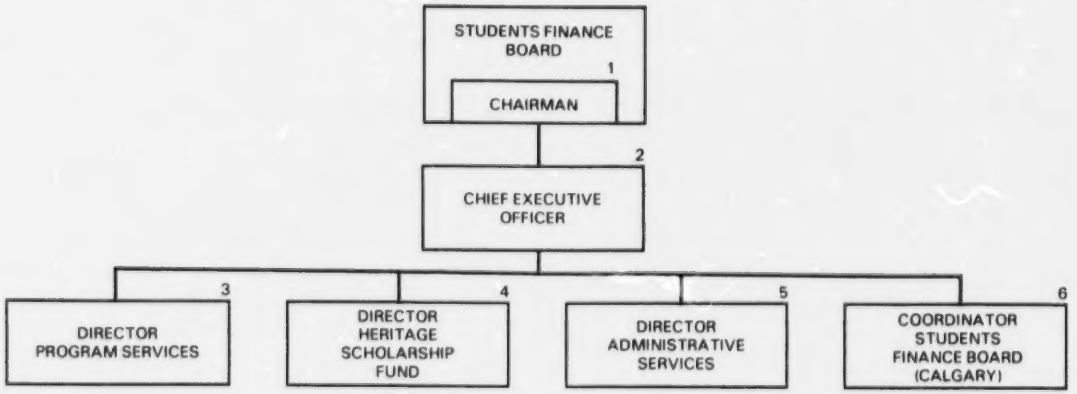
20 DIRECTOR, HUMAN RESOURCES – Manages the employment, wage and salary administration, collective bargaining, and staff development, training and educational services.

21 DIRECTOR, INFORMATION SERVICES – Manages the Research Council's collection of scientific information in various media including hard copy, microfilm and electronic data base; conducts on-line searches; obtains inter-library loans, directs the operations of the Publication Sales Office; manages the editing and production of scientific and research reports, brochures and publications; manages all cartographic, mechanical, electrical and architectural drafting, all graphic reproductions, and audio-visual materials; and maintains the Research Council's photographic laboratory.

Alberta

STUDENTS FINANCE BOARD

JUNE, 1987



ALBERTA STUDENTS FINANCE BOARD

FUNCTIONAL STATEMENTS JUNE, 1987

1 CHAIRMAN - Responsible for the development of policy, programs and initiatives of the Board, and liaison with the public, student groups and the Minister.

2 CHIEF EXECUTIVE OFFICER - Responsible for the development, administration and delivery of all Students Finance Board programs.

3 DIRECTOR, PROGRAM SERVICES - Responsible for the coordination, evaluation and development of student finance programs and services.

4 DIRECTOR, HERITAGE SCHOLARSHIP FUND - Responsible for the administration of the Alberta Heritage Scholarship program.

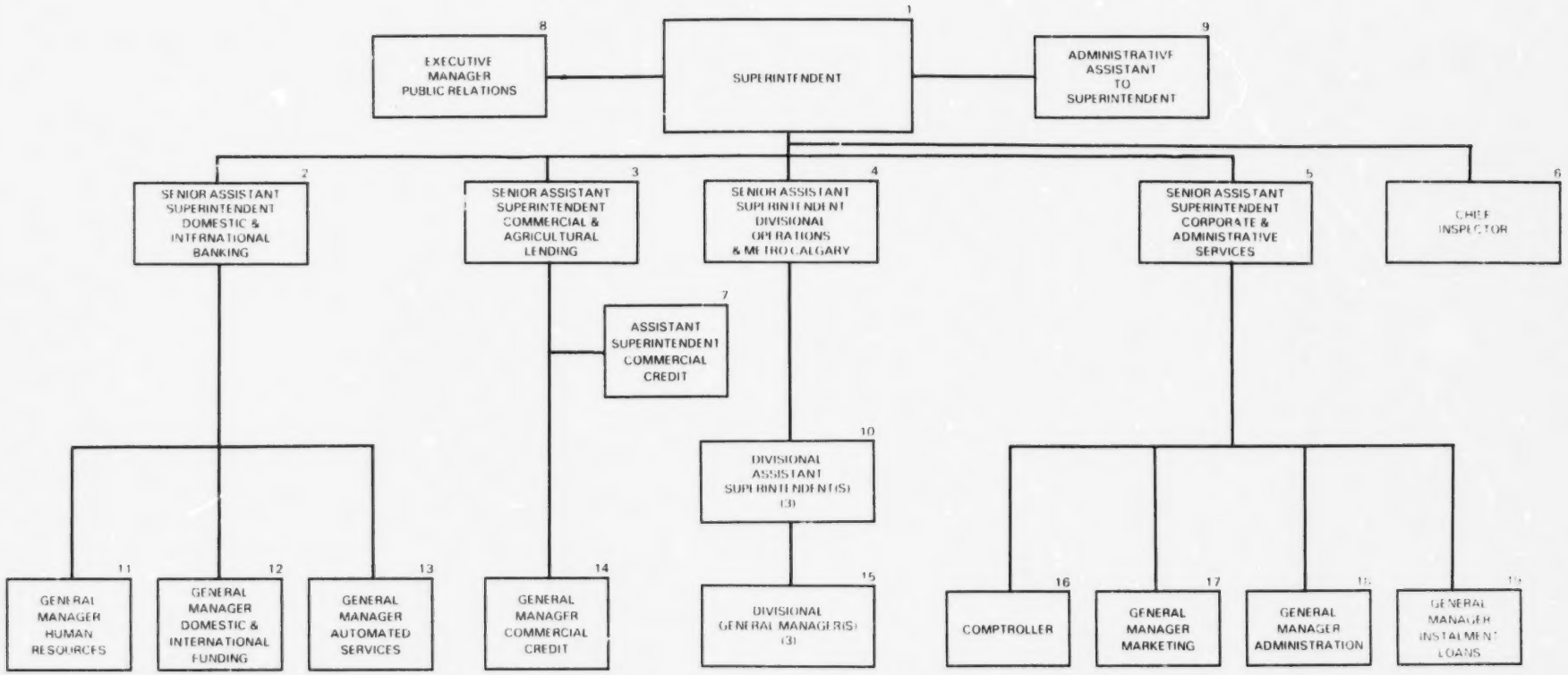
5 DIRECTOR, ADMINISTRATIVE SERVICES - Responsible for the management of the Board's administrative and financial affairs.

6 COORDINATOR, STUDENTS FINANCE BOARD - Responsible for the administration of the Board's Calgary office and ensures that the policies of the Board are communi cated to students, parents and educational officials in southern Alberta.

Alberta

TREASURY BRANCHES

JUNE, 1987



ALBERTA TREASURY BRANCHES

FUNCTIONAL STATEMENTS – JUNE, 1987

1 SUPERINTENDENT – Chief operating officer responsible for the system of branches and agencies throughout the province which accepts money on deposit from the public, makes loans and provides a full range of financial services for the benefit of Albertans, with the objective of earning a profit on operations.

2 SENIOR ASSISTANT SUPERINTENDENT, DOMESTIC AND INTERNATIONAL BANKING – Responsible for the executive management of domestic & international funding, automated services, asset & liability management and human resources.

3 SENIOR ASSISTANT SUPERINTENDENT, COMMERCIAL & AGRICULTURAL LENDING – Responsible for the executive management of agricultural & commercial lending.

4 SENIOR ASSISTANT SUPERINTENDENT, DIVISIONAL OPERATIONS & METRO CALGARY – Responsible for the executive management of divisional operations, corporate loans & export trade financing throughout the province.

5 SENIOR ASSISTANT SUPERINTENDENT, CORPORATE & ADMINISTRATIVE SERVICES – Responsible for the executive management of general administration, marketing, the Office of the Comptroller, instalment loans, the corporate aspirations and structure of Treasury Branches.

6 CHIEF INSPECTOR – Responsible for the internal audit system of Treasury Branches, with the objective to ensure the proper conduct, integrity and security of operations of Treasury Branches.

7 ASSISTANT SUPERINTENDENT, COMMERCIAL CREDIT – Assists the Senior Assistant Superintendent, Commercial & Agricultural Lending in the executive management of commercial lending.

8 EXECUTIVE MANAGER, PUBLIC RELATIONS – Responsible for the public relations strategy of Treasury Branches, with the objective to develop and maintain a high public image.

9 ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT – Responsible to the Superintendent for correspondence, office administration and such other duties as may be assigned.

10 DIVISIONAL ASSISTANT SUPERINTENDENT(S) – Responsible for the operational management of the branches and agencies within the division to which a divisional assistant superintendent is assigned.

11 GENERAL MANAGER, HUMAN RESOURCES – Responsible for recruitment, training and development of personnel and maintenance of staff records.

12 GENERAL MANAGER, DOMESTIC & INTERNATIONAL FUNDING – Responsible for the management of investments and domestic & international funding of Treasury Branches' operations.

13 GENERAL MANAGER, AUTOMATED SERVICES – Responsible for the development and maintenance of automated services and data processing of Treasury Branches.

14 GENERAL MANAGER, COMMERCIAL CREDIT – Responsible for the development and maintenance of commercial lending policy and the promotion and development of commercial lending.

15 DIVISIONAL GENERAL MANAGER(S) – Responsible for the operational management of the divisional office.

16 COMPTROLLER – Responsible for budgets and forecasts, accounting, fiscal and statistical information.

17 GENERAL MANAGER, MARKETING – Responsible for the assessment of the need for new branches and agencies, new programs and services, and for all promotional and advertising activity.

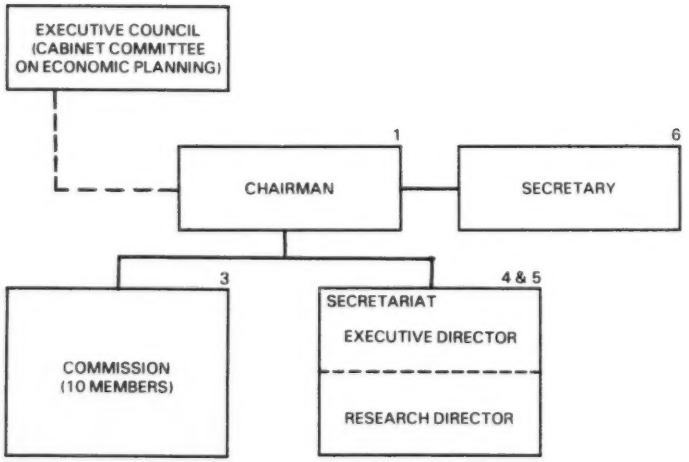
18 GENERAL MANAGER, ADMINISTRATION – Responsible for the general supervision of the administrative functions and performance of branches and for property management.

19 GENERAL MANAGER, INSTALMENT LOANS – Responsible for the administration and development of instalment loans, including residential mortgage loans.

Alberta

WATER RESOURCES
COMMISSION

JUNE, 1987



ALBERTA WATER RESOURCES COMMISSION

FUNCTIONAL STATEMENTS - JUNE, 1987

1 CHAIRMAN - Responsible for Commission activities related to the terms of refc.ence set down in legislation; reports to the Cabinet Committee on Economic Planning, maintains liaison with department ministers and undertakes public communication on Commission activities; develops and presents recommendations on water resource policy and projects to the Cabinet Committee.

2 ACTING CHAIRMAN - To be appointed by Commission members in the absence of the Chairman, as required.

3 MEMBERS - Members are appointed from both the private sector and governmental arees. The private sector members provide public input and have backgrounds in land use planning, law, water related advisory groups and in agrology. The government members provide a wide range of expertise in water resources, agriculture, economics, rural community planning, and forestry, lands and wildlife.

4 EXECUTIVE DIRECTOR - Provides administrative services to the Commission and professional services required in assessment consolidation and the development of recommendations for the Chairman; conducts field investigations; monitors intergovernmental negotiations; prepares background for public communications.

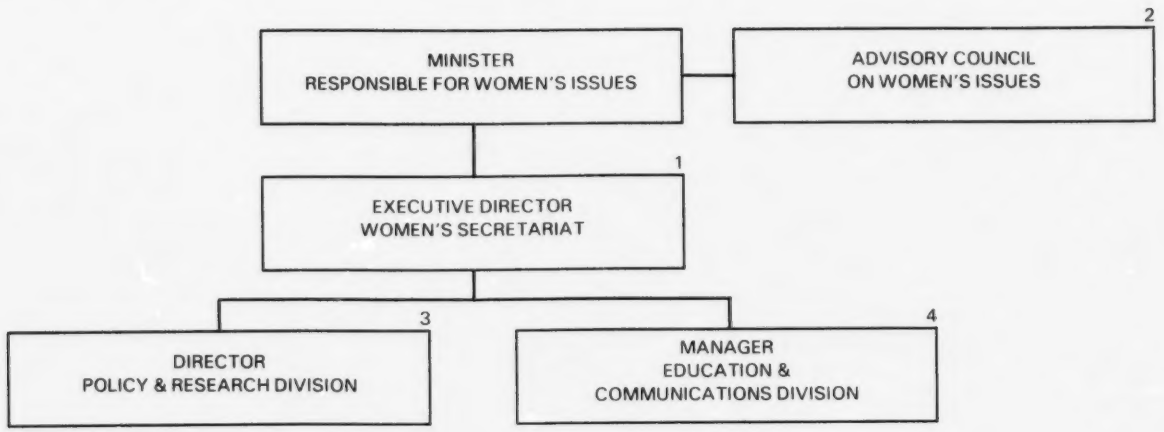
5 RESEARCH ASSISTANT - Conducts investigations and research into water resource planning, drainage, irrigation and soils related factors; coordinates with engineering and agricultural staff in several departments.

6 SECRETARY - Provides secretarial and stenographic services for the Chairman, Executive Director, and Research Assistant; performs general office, telephone, and reception duties; serves as secretary to the Commission for meetings and agendas.

Alberta

WOMEN'S SECRETARIAT
AND ADVISORY COUNCIL
ON WOMEN'S ISSUES

JUNE, 1987



ALBERTA WOMEN'S SECRETARIAT AND ADVISORY COUNCIL ON WOMEN'S ISSUES

FUNCTIONAL STATEMENTS – JUNE, 1987

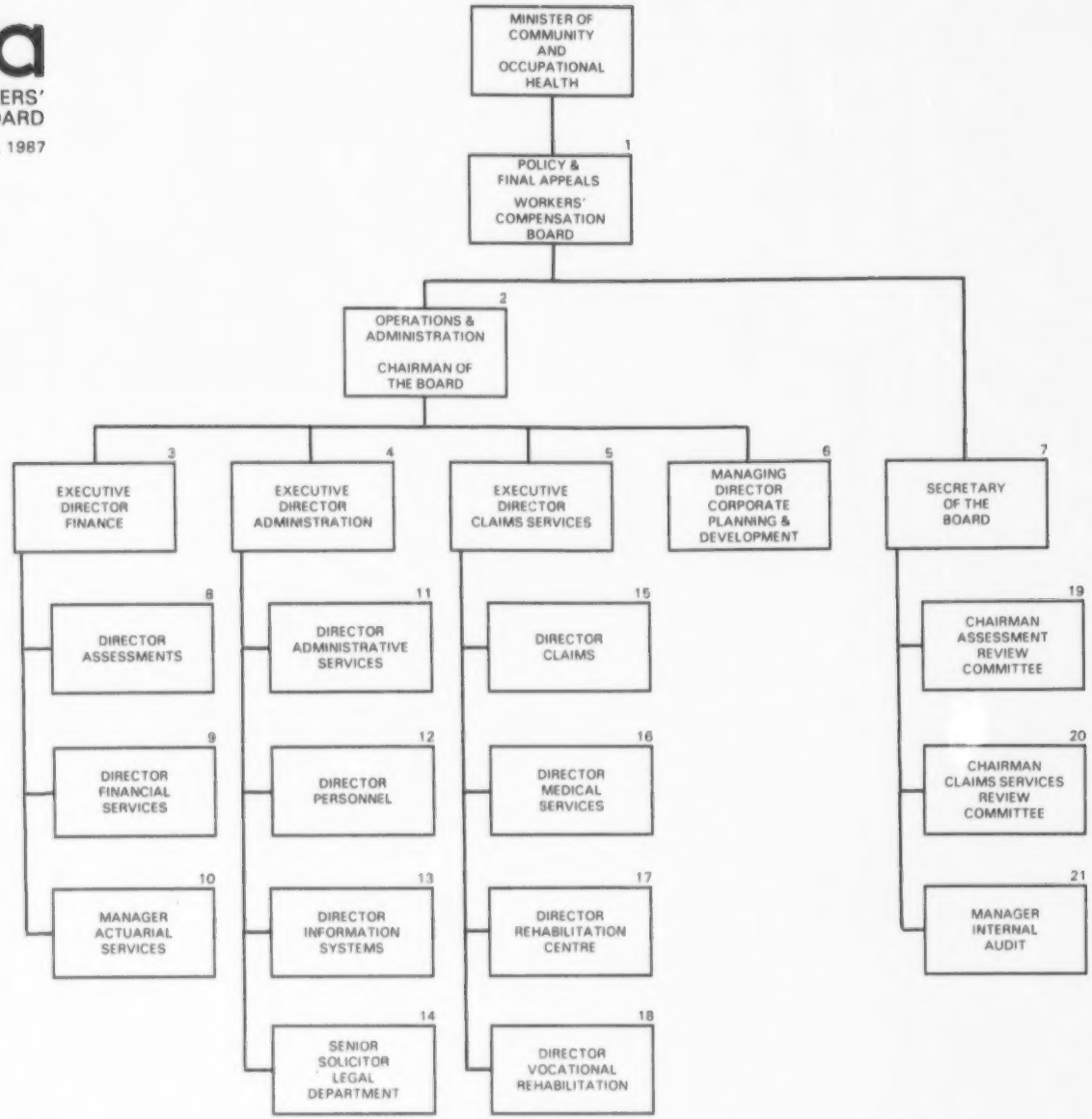
1 EXECUTIVE DIRECTOR – Responsible for the administration, coordination and control of all departmental functions and provides advice to the Minister.

2 ADVISORY COUNCIL ON WOMEN'S ISSUES – The purpose of the Advisory Council is to advise and report to the Alberta Government through the Minister on matters relating to the opportunity for full and equal participation of Alberta women in the life of the province.

3 DIRECTOR, POLICY AND RESEARCH DIVISION – Responsible for the management and administration of policy and research activities, including the analysis of, and formulation of recommendations about, policies, programs and legislation impacting on women.

4 MANAGER, EDUCATION AND COMMUNICATIONS DIVISION – Responsible for the management and administration of the information, communications and public relations functions of the Secretariat.

Alberta
WORKERS' COMPENSATION BOARD
JUNE, 1987



WORKERS' COMPENSATION BOARD

FUNCTIONAL STATEMENTS – JUNE, 1987

1 THE WORKERS' COMPENSATION BOARD – The Chairman and members of the Board are responsible for the administration of the Workers' Compensation Act. The Board provides the final level of appeal for matters falling under the Act, and, in its capacity as a corporate board of directors, decides on policy and major administrative matters.

2 CHAIRMAN OF THE BOARD – Serves as the chief executive officer and is responsible for the overall operation of the corporation.

3 EXECUTIVE DIRECTOR, FINANCE – Directs the activities of the departments reporting to the position, with particular emphasis on the financial resources of the WCB, incorporating sound fiscal policies and controls.

4 EXECUTIVE DIRECTOR, ADMINISTRATION – Directs the activities of the departments reporting to the position, ensuring the application of Board policy is carried out; responsible for the regional offices.

5 EXECUTIVE DIRECTOR, CLAIMS SERVICES – Co-ordinates and directs the activities of the departments reporting to the position, with special emphasis on the development of policy recommendations dealing with the administration of the Act and changes in legislation.

6 MANAGING DIRECTOR, CORPORATE PLANNING & DEVELOPMENT – Working at senior management levels, examines the missions, directions and organizational structures and develops plans geared to meeting the long-term objectives and goals of the Workers' Compensation Board.

7 SECRETARY OF THE BOARD – Coordinates the scheduling of Board activities and meetings, and counsels the Board on the handling of the more complex or sensitive situations relating to appeals; serves as liaison between the Board and claims services and assessment review committees; manages the activities of the appeals registrars and claims advisors, and acts as Secretary of the Board relative to legal requirements of the Act.

8 DIRECTOR, ASSESSMENTS – Responsible for establishing procedures for the assessment of employers and the collection of revenue.

9 DIRECTOR, FINANCIAL SERVICES – Provides an overall accounting service for the processing of payments, maintains an adequate cash flow at all times and ensures that sound financial records are maintained.

10 MANAGER, ACTUARIAL SERVICES – Responsible for producing recommendations for the establishment of annual assessment rates and the appropriate classification of employer groups.

11 DIRECTOR, ADMINISTRATIVE SERVICES – Responsible for: building maintenance and renovations; purchasing; printing, duplicating and microfilm services; and receptionist and cafeteria services.

12 DIRECTOR, PERSONNEL – Develops sound personnel policies for dealing with all aspects of human resources including employee relations, staff development and training, salary and benefits packages, and safety and health of staff.

13 DIRECTOR, INFORMATION SYSTEMS – Directs the activities of the computer centre and data entry group, ensuring the most effective and economical approaches to computerization are developed; ensures adequate research and development is carried out while maintaining optimum performance from staff and equipment.

14 SENIOR SOLICITOR, LEGAL DEPARTMENT – Advises the Board and Secretary of the Board on legal matters pertaining to the Act and, through his staff, provides a legal service to all departments of the WCB.

15 DIRECTOR, CLAIMS – Responsible for the processing of claims for compensation and other benefits, the provision of pensions, and dealing with appeals at the primary level.

16 DIRECTOR, MEDICAL SERVICES – Ensures adequate medical services are available for the provision of advice to claims adjudication staff, the assessment of injured workers' disabilities, and the treatment of workers.

17 DIRECTOR, REHABILITATION CENTRE – Responsible for the day-to-day administration of the Centre's treatment services, psychological and special counselling services, building upkeep and maintenance, and office and accounting procedures.

18 DIRECTOR, VOCATIONAL REHABILITATION – Provides vocational counselling services to injured workers, develops programs to meet varying needs, and maintains employer contact for employment and training of handicapped workers.

19 CHAIRMAN, ASSESSMENT REVIEW COMMITTEE – Considers applications from employers for cost relief in situations of apparent negligence and reviews appeals from employers concerning their assessments.

20 CHAIRMAN, CLAIMS SERVICES REVIEW COMMITTEE – Provides the first level of appeal against decisions made in the claims or vocational rehabilitation departments, reviews material on file, and conducts interviews and investigations into matters coming under the Committee's jurisdiction.

21 MANAGER, INTERNAL AUDIT – Maintains an audit function covering all aspects of the Board's operations, both financial and procedural.